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PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE DEMONSTRATION  
PROJECT. QUARTERLY REPORT, MARCH 15, 1967.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA.

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DESCRIPTORS- \*PARAMEDICAL OCCUPATIONS, \*NURSES, \*JOB ANALYSIS,  
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IMPROVEMENT, \*HEALTH SERVICES, PITTSBURGH TECHNICAL HEALTH  
TRAINING INSTITUTE DEMONSTRATION PROJECT, PITTSBURGH

IN A PROJECT WHOSE GENERAL OBJECTIVE IS TO FILL AN  
URGENT NEED FOR MORE TRAINED PERSONNEL IN THE HEALTH SERVICE  
OCCUPATIONS, THE ACTIVITY DESCRIBED IN THIS INTERIM REPORT  
WAS CONCENTRATED PRIMARILY ON JOB ANALYSIS OF THE SURGICAL  
TECHNICIAN, PRACTICAL NURSE, AND NURSE AIDE PROGRAMS. SPECIAL  
ATTENTION WAS GIVEN TO GAINING RELEVANT INFORMATION ON  
STUDENT CHARACTERISTICS CONSIDERED IMPORTANT FOR  
INSTRUCTIONAL PURPOSES. CHECK LISTS WERE DESIGNED TO GET A  
MEASURE OF CRITICALITY OF TASKS FROM THE REGISTERED NURSE  
SUPERVISORS AND INFORMATION FROM THE WORKERS IN TERMS OF  
ACTUALITY AND FREQUENCY OF PERFORMANCE. A THIRD SECTION OF  
THE CHECKLIST, GIVEN ONLY TO SUPERVISORS, WAS A BEHAVIOR  
RATING SCALE ON WHICH RATINGS WERE MADE OF THE TECHNICAL  
SKILLS AND RELEVANT ATTITUDES OF THE WORKERS. THE PRELIMINARY  
ANALYSIS OF THESE DATA INDICATED THAT IN MOST INSTANCES THE  
SUPERVISORS AND THE JOB HOLDERS AGREED ON WHICH TASKS WERE  
ACCEPTABLE FUNCTIONS FOR THE SPECIFIED OCCUPATION. THE  
RESULTS ALSO SUGGESTED THAT PARAMEDICAL EDUCATION PROGRAMS  
SHOULD BE DESIGNED TO FIT TASKS PRESENTLY BEING PERFORMED.  
(GD)

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PITTSBURGH TECHNICAL HEALTH TRAINING  
INSTITUTE DEMONSTRATION PROJECT  
QUARTERLY REPORT  
MARCH 15, 1967

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Progress on this project  
is satisfactory  
*Philip R Teske*  
Project Coordinator, ERD, DAVE  
Date 4/4/67

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## FOREWORD

This report covers the activities of the Pittsburgh Technical Health Training Institute Demonstration Project for the third quarter of its operation, December 15, 1966 through March 15, 1967. Presented in substantive form, it incorporates a brief overview, report summary, background data, and an outline of the specific objectives being pursued in working toward the prime objective. The report further describes the major undertaking in this phase of the project - the development of job analyses - - and gives the results obtained. The job analyses for practical nurse, surgical technician, and nurse aide provided bases for curriculum development.

## PROJECT OVERVIEW

Title: PITTSBURGH TECHNICAL HEALTH TRAINING INSTITUTE  
DEMONSTRATION PROJECT

Objectives: The purpose of this project is to demonstrate a faster method of training more highly qualified workers in order to meet the exploding manpower demands in the health fields. The major objective of this demonstration project is to test and demonstrate in a pilot program the feasibility, economic soundness, and educational benefits of a broad concept for training in the health service occupations. This includes the development of a dynamic and flexible educational system for health service occupational training, innovations in instructional techniques, reorientation and training of teachers, and the development of an effective physical plan for the unification of training programs in the health service occupations.

Procedure: The first step in achieving these goals is the collection of information necessary for the development of job analysis check lists for three different health occupations. Analysis then will be made of the performances required for job execution, resulting in descriptions of essential classes of performance which need to be learned. On the basis of this information, the research team and area specialists will develop recommended objectives for the Nurse Aide, Surgical Technician, and Licensed Practical Nurse curricula, which incorporate the goals of vocational competence and individual self-fulfillment. Using these objectives, a common core curriculum will be identified and then incorporated in a comprehensive and flexible curriculum for the nurse aide occupation. Instructional materials, methods, and aids will be screened for inclusion in the program. When required, materials will be designed. In-service training will be used to orient teachers to the new curriculum. The program will be evaluated using teacher evaluations of student performance at the end of the program as well as a follow-up study of the students' on-the-job performance.

Duration of Project: July 1, 1966 through December 15, 1967

## INTRODUCTION

Background: For years there has been a recognized shortage of professional and sub-professional workers in the health field. In many areas this need has become acute. A variety of surveys at national and local levels have identified job classifications for which workers in health fields are in critical demand.

As early as 1949, the School District of Pittsburgh began to take steps to help alleviate the growing shortage in the health service occupations (those job categories defined by the United States Office of Education as occupations that render supportive services to the health professions). In cooperation with the Hospital Council of Western Pennsylvania, the Pennsylvania State Employment Service, and other community agencies, the Pittsburgh Board of Public Education initiated specific training programs to meet identifiable health manpower needs. Over the past eighteen years, 3,995 students have been enrolled in these programs. Of these, 2,555 have completed one of the health training programs, and 340 are presently enrolled. The support of such programs through the Manpower Development and Training Act and the Pennsylvania Retraining Act, has been largely responsible for achievements to date. It is clear, however, that these efforts are not sufficient to meet the rapidly increasing demands.

As a further step toward meeting these demands, the Pittsburgh Board of Public Education in 1965, obtained funds through a grant from the Department of Public Instruction of the Commonwealth of Pennsylvania to carry out a research study related to establishing a comprehensive health training institute in Pittsburgh. This study was completed in July 1966. An additional grant from the Office of Education was then received for the continuation of the research effort.

At the outset of the original project, a need survey was conducted and is described in detail in an earlier report.<sup>1</sup> The survey indicated the health occupations that had the greatest shortages of workers and estimated future needs. The survey results were in general agreement with those reported by other surveys, including the national survey

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<sup>1</sup>Research and Demonstration Report on the Establishment of a Comprehensive Health Training Center (Pittsburgh: Pittsburgh Board of Public Education, 1966), 1-58.

conducted in 1966 by the American Hospital Association. The survey results, supported as they were by other surveys, led to the decision to focus on three occupational roles in which the identified need was great. These were the practical nurse, nurse aide, and surgical technician programs.

In addition, the job classifications and specifications were examined. The research team found that the job classifications and specifications were not definite enough to be the single determinant for educational objectives. Study of the job specifications used by area health service organizations indicated that the descriptions were more appropriate for job and salary evaluation purposes than as a basis for curriculum development. The research team, therefore, recommended developing new occupational specifications rather than rely upon those in use.

The first step was the establishment of resource committees. These committees have been small working groups composed of highly qualified people who know the occupations thoroughly. Each committee served as an occupational resource that provided guidance in the analysis of each occupation.

It was found that the basic objectives of the project could not be met under the terms of the original proposal; therefore, a major effort of the research team during the second quarter was the revision of the research design. The revised plan was submitted to and approved by the Office of Education.

A program plan incorporating the revisions was then developed and the specific tasks were scheduled. Also, research personnel were assigned to each task.

The necessary rationale for curriculum development in the health training area was mapped out (Appendix A). It was decided that this rationale would be followed to determine the educational objectives for the three selected health training programs, and that the entire curriculum development process would be demonstrated using the Nurse Aide program.



Information needed for the curriculum development in the three occupations was obtained from a number of sources, including daily activity charts kept by persons on the job, interviews with job holders and job specialists, and on-the-job observations. The Pennsylvania State Employment Service regularly gathers information on the surgical technicians and nurse aides relevant to their occupational mobility. Similar information was gathered by the research staff concerning the practical nurses and food service supervisors. These data were then used to evaluate various aspects of these programs.

As a preliminary step in curriculum development, requests for information and materials were directed to medical associations, administrators of similar programs, and producers of educational materials. Interviews were held with experts in the use of educational media, and a series of film strips was purchased for inclusion in all programs requiring knowledge and skill in the nursing arts.

The in-service training of the teachers of the Health Training Center began. At the outset, this involved orienting teachers in test construction and evaluation. In addition to these seminars, the entire staff took part in a series of in-service training programs in human relations conducted by the Pittsburgh Board of Public Education.

Objectives: The general objective of the program is to fill an urgent need for more trained personnel in the health service occupations. The shortage is anticipated to be even more severe in the near future; hence, there is a heightened need to train sub-professionals quickly and well. Four specific objectives have been identified and are being pursued in the effort to meet the general need:

1. To test and demonstrate a dynamic and flexible educational system for health service occupational training, and to establish a basis for measuring results both quantitatively and qualitatively.
2. To innovate teaching methods -- programmed instruction, video tape recorders, behavioral-oriented training, stimulation or work environment -- to develop curricula for the comprehensive health training institute.
3. To provide for the required reorientation and developmental training of teachers required for this and similar health training facilities.

4. To begin to develop an effective physical plan for an educational facility for training in the health service occupations through unification of existing widely-scattered programs in one suitably equipped and staffed center.



## THE DEVELOPMENT OF JOB ANALYSES

The research effort focuses upon an analysis of three health occupations in order to determine potential commonalities among their training requirements. With this information, the feasibility of developing a core curriculum will be determined. The three occupations are: licensed practical nurse; surgical technician; and nurse aide. A complete training program will be developed and demonstrated for the nurse aide occupation.

Procedure: The first step was the collection of the information necessary for job analyses. Technical behavioral check lists were constructed for nurse aides, surgical technicians, and licensed practical nurses. The items on the check lists included all tasks performed by workers in each occupation.

To insure sufficiently comprehensive check lists, information was obtained from several sources. Workers and job specialists were interviewed, hiring requirements and job specifications were secured from area hospitals, and licensure requirements for licensed practical nurses were examined to obtain additional tasks that might be performed. Daily activity charts kept by persons on the various jobs were a primary source of information necessary for the development of performance inventory forms. These forms were constructed for use by the research team in recording systematic, on-the-job observations of surgical technicians, practical nurses, and nurse aides. One hundred observations were made for each occupation. These five minute observations were carried out in large, small, and medium sized hospitals. The observers wrote a detailed step-by-step account of what the worker did during the five minutes he was being observed. These data will be analyzed further and compared with data obtained from the job analysis check lists. Systematic observations were made of practical nurses and nurse aides in a variety of settings and work assignments. Because of limitations imposed on movement in operating rooms, observers of surgical technicians spent long periods of time observing the same technicians.

For each of the three occupations investigated, a job analysis check list was constructed. One form of each check list was distributed to the individuals employed in these positions and a second form was distributed to their supervisors. These two forms consisted of the same items, but the directions were slightly different. The workers were required to indicate the frequency with which they performed each task using a three point scale ranging from "frequently" to "never." The supervisors were asked to rate the criticality of each task on a five point scale ranging from "very important," to "not important." Thus, for each task, it was possible to determine the frequency with which the task is performed by the employees and the relative importance of each task as judged by the supervisors.

In addition, the supervisors were asked to rate each worker using the behavior rating scales developed for this occupation. These scales were ratings of employee performance in these seven dimensions: meeting patient's physical needs, meeting patient's emotional needs, performing housekeeping tasks, reporting and recording, showing initiative, assuming responsibility, and maintaining satisfactory interpersonal relations. The supervisors were asked to rate each employee on each of these dimensions, using a nine point scale.

Supervisors were required to provide one additional type of information on each employee. They were asked to report a typical behavior for each subject. These data were collected using an adaptation of the Critical Incident Technique developed by Flanagan.<sup>2</sup>

Each participant received a packet consisting of the appropriate technical behavior check list, a description of the purpose of the instrument, and a memorandum from the Assistant Superintendent for Occupational, Vocational, and Technical Education urging the recipient's cooperation. They were instructed to return the completed data collection check lists using the stamped, self-addressed envelope provided. These packets were distributed through the nursing services of the forty-three participating hospitals.

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<sup>2</sup>J. C. Flanagan, "The Critical Incident Technique," Psychological Bulletin, 51: 327-357, July 1954.

Sample: The sample was composed of all available, employed graduates of the nurse aide, practical nurse, and surgical technician programs of the past two years. The subjects were obtained from a wide variety of area institutions, because graduates are working in forty-three institutions in the area.

A control group was constructed for each of the three groups by selecting an equal number of individuals in each field who had not received training in the public school program but who were employed in the same capacity in the participating hospitals. This control group completed the appropriate job analysis check list. The nurse supervisor of these workers completed the supervisors form of the job analysis check list to rate the criticality of the tasks.

Data Analysis: To facilitate the data analysis, weights were assigned to the frequency ratings and the criticality ratings. In the case of the frequency ratings made by the worker, a value of one was assigned to the rating "frequently," two to the rating "often," and three to the rating "never." The criticality ratings similarly were scaled with a value of one assigned to a rating of "very important," a value of five assigned to a rating of "not important." Intermediate ratings receiving values of two, three, and four. A value of six was assigned to "not a function." Thus, the lower the mean frequency rating of a task, the more frequently it is reported as being performed by the worker. The lower the mean criticality rating of an item, the more critical the supervisors feel the task is. Item means, standard deviations, and the frequency distribution of the responses, by item, then were calculated for each task.

Because the two different populations responded to different types of rating scales, it was necessary to transform the data to comparable units before proceeding with the data analysis. This was done by using a z-score transformation. In this manner, the effects of the different scale ranges and variabilities of the two responding populations were eliminated.

In order to derive an index to be used in establishing the relative emphasis each task will receive in the planned curriculum, the z-score of each task on the frequency ratings and the criticality ratings were combined in an appropriate fashion. It was deemed best to weigh these two factors equally; therefore, the z-scores were added to determine the index figure for that task.

The relationships between the supervisors' criticality ratings and the workers' frequency ratings for the tasks were determined for each of the three occupations. As in the case of the other data analyses, this was carried out using the IBM 7070 computer.

Results: The cooperation of the participants was impressive. Of the 1174 forms distributed, 81.3 percent were returned. Such a high rate of return is most unusual in surveys of this type and is particularly impressive in view of the time and effort required by a respondent to complete the check list. Only two returns were excluded as invalid. Thus, both the quantity and quality of the data exceeded the level found in similar investigations.

The relationships between frequency ratings of tasks and their criticality ratings were determined using Pearson Product Moment correlations. These results are presented in Table I.

TABLE I  
CORRELATIONS BETWEEN CRITICALITY AND FREQUENCY

|                                      | Correlation |
|--------------------------------------|-------------|
| Practical Nurse<br>(N=198 Tasks)     | .83 **      |
| Nurse Aide<br>(N=198 Tasks)          | .82 **      |
| Surgical Technician<br>(N=136 Tasks) | .27 *       |
| ** P = <.001                         |             |
| * P = <.01                           |             |



Each of the three correlations is significant at greater than the .01 level. The correlation for practical nurses and nurse aides indicates a greater relationship between criticality and frequency ratings than does the one for surgical technicians.

The instrument covering the licensed practical nurse occupation contained 198 separate tasks, grouped into eleven major categories (see Table II). For each of the items, the percentage of supervisors who indicated the task is one to be performed by the practical nurse was calculated as was the percentage of practical nurses who reported performing each of the tasks. From these data, the mean percentage of the items in each of the eleven groups was calculated for both supervisors and practical nurses. The categories then were ranked on the basis of these separate mean percentages. A rank order correlation coefficient .87 was obtained between these two sets of rankings. This value, significant at greater than the .01 level, indicates a strong degree of agreement between the frequency with which practical nurses report performing a category of tasks and the supervisors' ratings of that task as part of the practical nurse's responsibilities.

The above procedure also was carried out for the 198 items included in the nurse aide instrument. These items were grouped into eleven categories and a similar analysis performed (see Table III). The correlation coefficient between the two sets of rankings for this group was .95, a value significant at greater than the .01 level.

As in the case of nurse aides and practical nurses, the 136 tasks included in the surgical technician instrument were grouped into eight categories and the mean percentages calculated (see Table IV). The rankings on the two sets of mean percentages yielded a correlation coefficient of .78, which was significant at greater than the .05 level.

Using the item z-scores for both frequency and criticality, an index was determined for each task for each of the three occupations by summing the two z-scores of each item. This index will be used to determine the relative emphasis to be given each task in the curricula that will be developed. These results are presented in Appendix C. These indices were derived by giving equal weight to the frequency and criticality scores of the items.

TABLE II

LICENSED PRACTICAL NURSE

CATEGORY PERCENTAGES

| CATEGORIES                                      | Mean Percentages for Category of<br>Tasks as Rated by - |                             |
|---|---|-----------------------------|
|   | Registered<br>Nurse                                     | Licensed Practical<br>Nurse |
| Position and Transport Patients                 | 95.70%  | 97.38%                      |
| Patient Comfort and Personal<br>Service         | 89.74%  | 87.79%                      |
| Treatments                                      | 75.54%  | 69.05%                      |
| Measuring-Gathering<br>Recording-Reporting Data | 78.79%  | 70.16%                      |
| Unit Operations                                 | 66.07%  | 69.33%                      |
| Teaching-Relating Information                   | 54.96%  | 60.12%                      |
| Surgical Procedures                             | 51.98%  | 31.10%                      |
| Food Service                                    | 51.01%  | 56.33%                      |
| Set Up, Operate, and Service<br>Equipment       | 49.44%  | 48.69%                      |
| Medications                                     | 37.82%  | 37.74%                      |
| Housekeeping                                    | 29.00%  | 44.30%                      |



TABLE III

## NURSE AIDE

## CATEGORY PERCENTAGES

| CATEGORIES                                      | Mean Percentages for Category of<br>Tasks as Rated by - |            |
|---|---|------------|
|   | Registered<br>Nurse                                     | Nurse Aide |
| Patient Comfort and Personal<br>Service         | 80.29%  | 80.92%     |
| Position and Transport Patients                 | 74.00%  | 91.00%     |
| Unit Operations                                 | 52.90%  | 60.00%     |
| Measuring-Gathering<br>Recording-Reporting Data | 50.50%  | 56.60%     |
| Housekeeping                                    | 48.30%  | 55.30%     |
| Teaching-Relating Information                   | 44.70%  | 39.70%     |
| Set Up, Operate, and Service<br>Equipment       | 36.30%  | 29.90%     |
| Treatments                                      | 35.60%  | 34.30%     |
| Food Service                                    | 33.40%  | 37.00%     |
| Surgical Procedures                             | 23.70%  | 19.00%     |
| Medications                                     | 10.90%  | 6.50%      |

TABLE IV

## SURGICAL TECHNICIAN

## CATEGORY PERCENTAGES

Mean Percentages for Category of  
Tasks as Rated by -

| CATEGORIES                            | Registered<br>Nurse | Surgical<br>Technician |
|---------------------------------------|---------------------|------------------------|
| Obtaining Equipment and Supplies      | 82.9%               | 96.3%                  |
| Medical - Surgical                    | 80.7%               | 92.5%                  |
| Assembling Equipment and<br>Supplies  | 80.5%               | 98.1%                  |
| Position and Transport Patients       | 78.1%               | 91.6%                  |
| Maintaining Equipment and<br>Supplies | 75.6%               | 92.8%                  |
| Requesting Equipment and<br>Supplies  | 73.5%               | 92.2%                  |
| Administrative - Clerical             | 73.4%               | 85.6%                  |
| Housekeeping                          | 61.8%               | 79.5%                  |

The tasks reported as performed by more than fifty percent of the workers and judged by more than fifty percent of the registered nurse supervisors to be a function of the worker were analyzed. These tasks were sorted into three categories depending upon whether the task was related most closely to people, data, or things. Of the total of 198 tasks on the practical nurse check list, 107 (54%) met the cut-off criterion. In the case of the nurse aide tasks, 83 (41%) met the criterion. The percentages of each group's tasks which fell into the three categories are reported in Table V.

TABLE V  
THE PERCENTAGE OF TASKS PERFORMED ACCORDING TO  
THE CATEGORIES OF PEOPLE, DATA, AND THINGS

|        | Licensed Practical<br>Nurse Tasks<br>(N=107) | Nurse Aide<br>Tasks<br>(N=83) |
|--------|--|-------------------------------|
| People | 53%  | 46%                           |
| Data   | 27%  | 19%                           |
| Things | 20%  | 35%                           |

The distribution of the tasks of the two occupations across the three categories differs considerably. ( $\chi^2 = 5.87$ ;  $df = 2$ ;  $.10 > p > .05$ ). The practical nurse, who has a higher level of training, has higher percentages of tasks in the "people" and "data" categories than the nurse aide; the nurse aide has a higher percentage of tasks in the "things" category than the practical nurse.

Further investigation of these data revealed that of the eighty-three items meeting the criteria for the nurse aide, all but seven also met the criteria for the practical nurse. Thus, nearly all the tasks commonly assigned to the nurse aide and performed by her were also assigned to and performed by the practical nurse. The practical nurse's tasks include most of these performed by the nurse aide, but are extended to encompass some patient treatment and data collection.

Discussion: The 81.3 percent return of the job analysis check lists is considered a high return and may be accounted for by the method distribution. The questionnaires were distributed through the nursing service departments of the hospitals, because many of the nursing service personnel had indicated previously their great interest in the research project by cooperating in other aspects of it. To insure participants that their responses would be kept confidential, the check lists were mailed directly to the research team.

There is evidence that very few of the subjects responded carelessly or thoughtlessly to the items. For example, on certain items which are appropriate only for a physician, all subjects checked the task as not a function for the specified occupation. A further indication of the validity of the responses is shown through a consistent agreement between supervisors' and workers' ratings that could not occur with many random or careless responses.

The percentage of supervisors reporting the task as a function for the workers and the percentage of the workers who reported performing the tasks are similar for the majority of the tasks. This is indicated by the high coefficient of correlation obtained between the mean percentages for supervisors and the mean percentages for workers.

On few items, there is a substantial discrepancy between the percentage of supervisors who consider the duties as those of the worker and in the percentage of workers who report performing the duties. These duties tend to be at the extremes in patient safety; that is, on the one extreme, a large number of each of the three types of workers report performing many menial tasks while a relatively small percentage of the supervisors consider these menial tasks to be their functions. At the other extreme, many supervisors indicate that many administrative duties and tasks in patient care should not be performed by the workers, although a large percentage of the workers report they are performing them. The overlap may be transitional, a result of occupational roles emerging and merging.

Conclusions, Implications: Because this is an interim report, few conclusions and inferences can be drawn at this time. The check lists seemed to provide a valid and reliable source of information.

In addition, it was concluded that a transition in job roles could be anticipated from the study of discrepancies in the supervisors' opinions as to the legitimacy of workers' functions and the number of persons reporting that they actually perform the function.

Also, it was concluded that the results of the analyses provide a firm basis for following the previously specified rationale for curriculum development. Evidence that paramedical workers are expected, on occasion, to extend themselves beyond their training level in providing patient care support two major efforts of this project -- that all programs should be strengthened as much as possible within the time limits allowable, and that special consideration should be given to all educational methods that would facilitate learning at this intensified pace.

Data on Students: Some of the student characteristics that might affect success in the training programs or on-the-job performance are being examined. Data available on students who have entered the program during the past two years are being analyzed. At this time, the mean intelligence quotient, reading level, chronological age, and marital status are available for each enrollee of the surgical technician, practical nurse, and nurse aide program. These are presented in Table VI.

Because of a high student attrition rate in the practical nursing program, effort is being made to collect pertinent data on both drop-outs and graduates. A system for coding relevant information from permanent records, interview forms, and letters of application was developed. These data are now on the forms and are also ready to be analyzed.

TABLE VI

## STUDENT CHARACTERISTICS

| Mean                    | Practical<br>Nurses<br>(242) | Nurse<br>Aides<br>(523) | Surgical<br>Technicians<br>(193) |
|-------------------------|------------------------------|-------------------------|----------------------------------|
| Otis I. Q.              | 102<br>(N=237)               | 91.8<br>(N=502)         | 105<br>(N=175)                   |
| Reading Level           | 9.82<br>(N=233)              | 9.93<br>(N=211)         | 11.19<br>(N=161)                 |
| Age                     | 28.8<br>(N=241)              | 26.31<br>(N=518)        | 23<br>(N=125)                    |
| Highest Grade Completed | 12<br>(N=242)                | 11.05<br>(N=323)        | 11.97<br>(N=183)                 |
| Marital Status          |                              |                         |                                  |
| Single                  | 131                          | 303                     | 125                              |
| Married                 | 95                           | 187                     | 38                               |
| Divorced                | 6                            | 1                       | 0                                |
| Separated               | 6                            | 18                      | 0                                |
| Widowed                 | 4                            | 10                      | 0                                |
| Unknown                 | 0                            | 4                       | 20                               |



## REPORT SUMMARY

In working toward the project objective -- that of providing more and better trained personnel for the paramedical field -- the activity for the third period was concentrated primarily on job analyses, with attention given to gaining relevant information on student characteristics considered important for instructional purposes. This report reviews the results obtained from check lists for job analyses that were developed for and delivered to 1174 registered nurse supervisors, nurse aides, licensed practical nurses, and surgical technicians. The check lists were designed to get a measure of criticality of tasks from the registered nurse supervisors, and information from the workers as to whether they actually perform the tasks and how frequently. The data also included the percent of workers who report the tasks as appropriate functions. A third section of the check list, given only to supervisors, was a behavior rating scale, on which ratings were made of the technical skills and relevant attitudes of the workers. The preliminary analysis of these data indicate that in most instances the registered nurse supervisors and the job holders agree on which tasks are acceptable functions for the specified occupation. These data also provide the desired index for determining the emphasis that will be placed on the teaching of various tasks.

The results suggest that future paramedical workers should be receiving the instructions necessary to prepare them for the tasks which, whether through a shortage of other workers or through other causes, the present workers report as tasks they now do. Through such training, the workers' occupational levels will be upgraded, the specific tasks will be considered within their appropriate sphere, and both they and the hospitals will benefit by their having taught the prescribed methods of performing the tasks.

A study of recent graduates on the basis of Intelligence Quotient, reading level, age, educational background, and marital status was conducted during this quarter. The information collected in this study will provide essential data needed in developing an appropriate curriculum.

## PLANS FOR THE NEXT QUARTER

Working with the data obtained from the job analyses, the research team's major activity during the next quarter will be directed toward the development of training objectives. Once these objectives are specified, then the focus of the research will be directed toward identifying the attitudes, knowledges, and skills required to meet the specified objectives. The curriculum units or instructional situations aimed at achieving the previously identified objectives will be evolved from this analysis.

The method to be used in evaluating the curriculum demonstration will be planned in detail.

The plan for inservice training for instructors also will be specified.

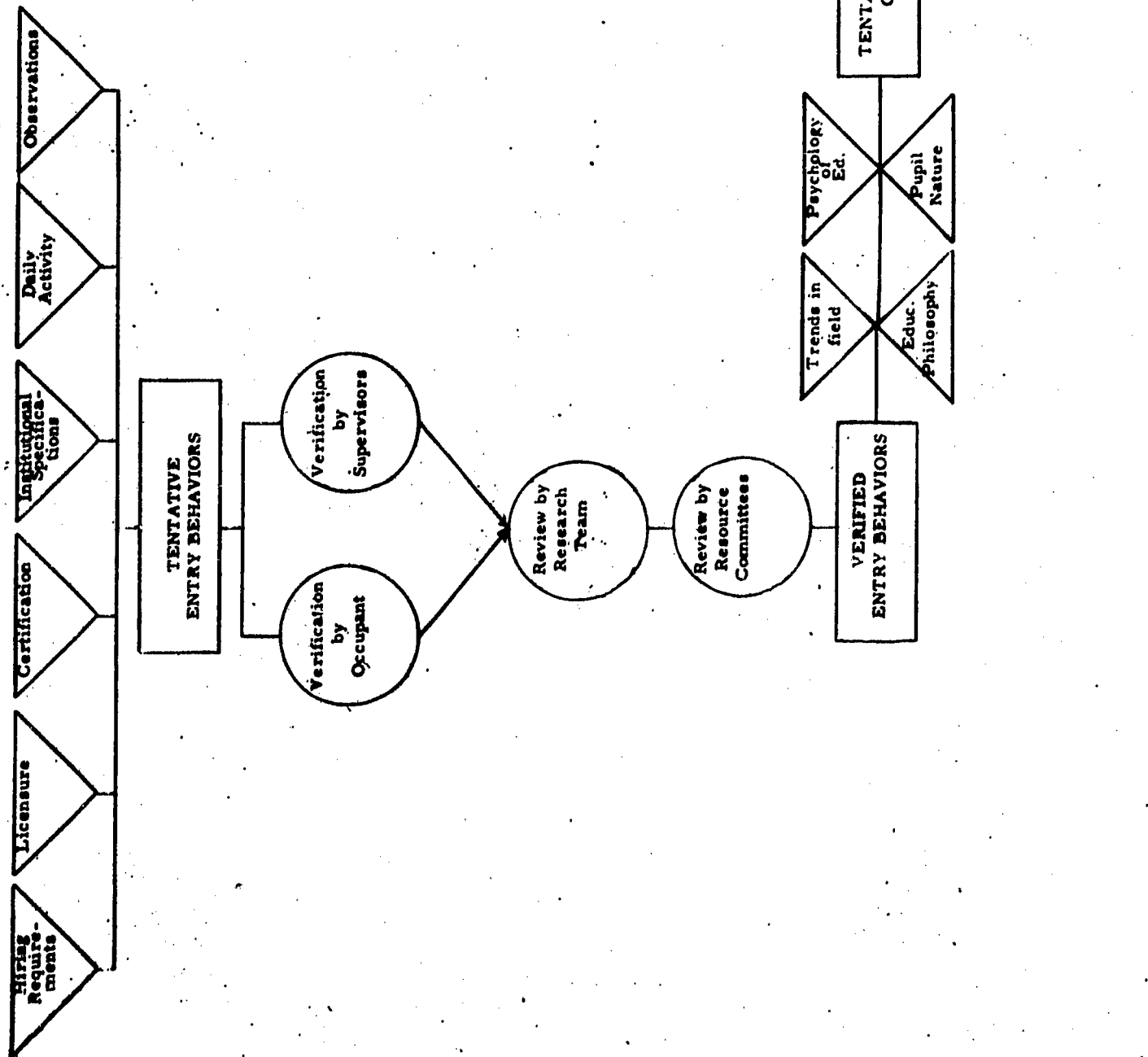
APPENDIX A

SCHEMATIC REPRESENTATION  
OF THE RATIONALE FOR  
CURRICULUM DEVELOPMENT

# APPENDIX A

PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION  
HEALTH TRAINING CENTER

## OVERVIEW OF CURRICULUM DEVELOPMENT



## APPENDIX B

JOB ANALYSIS CHECK LISTS USED TO SURVEY  
LICENSED PRACTICAL NURSES, NURSE AIDES,  
AND SURGICAL TECHNICIANS AND THE  
MEMORANDUM ACCOMPANYING EACH

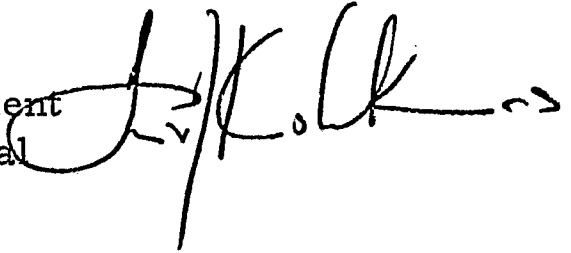
PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

TO: Licensed Practical Nurses in Pittsburgh  
Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent  
for Occupational, Vocational, and Technical  
Education

DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE



The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for licensed practical nurses. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of licensed practical nurses.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education  
Health Research Team  
O. V. T. Center  
635 Ridge Avenue  
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



## LICENSED PRACTICAL NURSE

This form is designed to gain information about licensed practical nurses as part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of licensed practical nurses. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

|   |  |                          |  |
|---|--|--------------------------|--|
| Name _____                                  |  | Telephone _____          |  |
| Address _____                               |  |                          |  |
| Employed at _____                           |  | Job _____                |  |
| Department _____                            |  | Supervisor _____         |  |
| Where did you train for your job?           |  |                          |  |
| School _____                                |  |                          |  |
| Hospitals _____                             |  |                          |  |
| Type of Training:                           |  |                          |  |
| 1. On-The-Job Training                      |  | _____                    |  |
| 2. In-Service Training + On-The-Job         |  | _____                    |  |
| 3. Classroom + On-The-Job Training          |  | _____                    |  |
| 4. Classroom + Supervised Clinical Training |  | _____                    |  |
| Date Training Was Completed _____           |  |                          |  |
| Experience as an LPN _____                  |  | Years _____ Months _____ |  |

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 1. Perform unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Assist with unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Perform unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assist with unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Attend unit report  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Take notes on unit report   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Complete newborn nursery admission procedure, such as: footprints, weight, bath | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Assist with newborn nursery admission procedure                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9. Show babies   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Set up for bedside religious rites   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Deliver messages   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Read to patient  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. Refer patient to social service agency   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Make charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Make credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Sort credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Sort charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Answer patient call  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Instruct patient in simple hygiene procedure                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Assist in teaching patient simple hygiene                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. Teach patient to inject his own insulin  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. Deliver mail   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. Deliver flowers  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. Make routine security check  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. Process patient's valuables  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. Explain patient condition to family  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 7. Obtain patient signatures              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Run personal errands for patients      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9. Prepare requisitions for unit supplies | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Fill out X-Ray requisitions           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Fill out lab requisitions             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Assist in enforcing visiting hours    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. Count unit supplies                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Record count                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Make narcotic count                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Assist in narcotic count              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Maintain unit supply level            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Deliver supplies                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Dust floor in patient's room          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Clean discharged patient's unit       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. Make unoccupied bed                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. Make occupied bed                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. Make post-operative bed               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. Disinfect bathrooms                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. Wash glasses and pitchers             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. Clean utility area                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 27. Clean oxygen equipment                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28. Clean aspiration equipment            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 29. Sterilize instruments                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 30. Separate laundry                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 31. Fold laundry                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 32. Stock laundry                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 33. Collect and return items to laundry   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|     |  |   |   |   |   |   |   |   |
|-----|--|---|---|---|---|---|---|---|
| 54. | Check food trays against patient diet list | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 55. | Help patients plan for special diets       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 56. | Collect and return items to central supply | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 57. | Make diet substitutions                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 58. | Change diet from liquid to soft            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 59. | Prepare meals                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 60. | Prepare snacks                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 61. | Make infant formula                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 62. | Put food on trays                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 63. | Position patient for meals                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 64. | Fill infant bottles                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 65. | Assist patients in eating                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 66. | Serve regular meals                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 67. | Serve snacks                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 68. | Feed babies                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 69. | Provide water service                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 70. | Ask patient about condition                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 71. | Report observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 72. | Record observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 73. | Report treatments to R. N.                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 74. | Record treatments                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 75. | Record medications                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 76. | Put information on patient's chart         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 77. | Take the fetal heart tone                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 78. | Take temperature                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 79. | Take pulse                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 80. | Take respiration                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|  |   |   |   |   |   |   |   |  |
|--|---|---|---|---|---|---|---|--|
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 1. Record TPR  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 2. Take blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 3. Record blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 4. Weigh patient   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 5. Obtain an apical pulse  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 6. Take vital signs following anesthesia                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 7. Collect sputum specimen                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 8. Collect urine specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 9. Collect stool specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 0. Deliver specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 1. Perform clinitest   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 2. Record results of clinitest                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 3. Strain urine for stones                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 4. Insert tube for gastric specimen                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 5. Measure intake and output                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 6. Record intake and output                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 7. Report unusual incidents                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 8. Write reports of incidents                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 9. Record condition of skin                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 00. Record appearance of body discharges                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 01. Assist physician with rounds                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 02. Take verbal order from doctor for medication or treatment    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 03. Carry out doctor's verbal orders for medication or treatment | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 04. Record doctor's orders                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 05. Drape patient for examination                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
|  |   |   |   |   |   |   |   |  |



|  |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|
| 06. Change dressings                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 07. Apply external medicine                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 08. Perform rectal examination of patient in labor | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 09. Scrub for surgery                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Scrub for obstetrics                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Circulate in operating room                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Assist physician in gowning                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. Do pre-operative shaving                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Assist with pre-operative care                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Hold and hand instruments                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Assemble instrument packs                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Observe isolation techniques                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Check drainage tubes                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Check patients for bleeding                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Assist patient in postural drainage            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. Give enema                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. Empty catheter collection bag                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. Insert rectal suppositories                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. Insert vaginal suppositories                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. Administer vaginal douche                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. Give urinary bladder instillations             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 27. Give urinary bladder irrigations               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28. Catheterize patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 29. Insert indwelling catheter                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 30. Care for colostomy                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 31. Care for tracheotomy                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 32. Give sitz bath                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 33. Remove nasal pack                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 34. Remove fecal impaction                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 35. Give perineal care                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 36. Give post-partum care                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 37. Give breast care to new mother          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 38. Apply binders                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 39. Assist patient with exercises           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 40. Assist patients in walking              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41. Dangle patients                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. Prepare hot and cold compresses         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 43. Apply hot and cold compresses           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 44. Apply Ace bandage                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 45. Apply poultices and plasters            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 46. Order prescription from pharmacy        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 47. Compute fractional doses of medicine    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 48. Pour oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 49. Give oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 50. Put medication in the eye, ear, or nose | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 51. Care for incontinent patient            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 52. Administer post-mortem care             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 53. Administer narcotics                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 54. Give immunizations                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 55. Give subcutaneous injections            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 56. Give intramuscular injections           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 57. Dress and undress patient               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 58. Furnish bedpan/urinal service           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 59. Give oral hygiene                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|     |   |   |   |   |   |   |   |   |
|-----|---|---|---|---|---|---|---|---|
| 60. | Give oral hygiene to an unconscious patient | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 61. | Give back rub                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 62. | Shampoo patient's hair                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 63. | Care for patient's hair and nails           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 64. | Bathe patient                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 65. | Bathe patient in an oxygen tent             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 66. | Operate autoclave                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 67. | Prepare tray for prep team                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 68. | Set up croupette                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 69. | Service croupette                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 70. | Adjust bed rails                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 71. | Apply rubber or cotton rings                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 72. | Set up oxygen equipment                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 73. | Regulate oxygen equipment                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 74. | Administer oxygen                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 75. | Administer an electro-cardiograph           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 76. | Assist with electro-cardiograph             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 77. | Take X-Ray pictures                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 78. | Assist in taking X-Ray pictures             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 79. | Set up aspirator                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 80. | Aspirate patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 81. | Suction patient                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 82. | Regulate flow of blood transfusions         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 83. | Discontinue I V. solutions                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 84. | Add additional solution to continue I. V.   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 85. | Start an I. V. solution                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 86. | Check flow of I. V.                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

# LICENSED PRACTICAL NURSE

## INSTRUCTIONS:

Frequency - Check column that shows how often you do each task.

Frequently - A task you do several times each week.

Occasionally - A task you do once a week or less

Learned - Check the column that shows where you learned this task or if you have not been taught this task.

## TASKS

| FREQUENCY  |              |       | LEARNED                                |                                 |                                     |                                |
|------------|--------------|-------|--|---------------------------------|-------------------------------------|--------------------------------|
| Frequently | Occasionally | Never | During Practical Nurse Training Course | By attending In-Service classes | By observing or practice on the job | Have not been taught this task |
| 1          | 2            | 3     | 4                                      | 5                               | 6                                   | 7                              |
|            | ✓            |       |  |                                 | ✓                                   |                                |
| 1          | 2            | 3     | 4                                      | 5                               | 6                                   | 7                              |
|            |              | ✓     |  |                                 |                                     | ✓                              |
| 1          | 2            | 3     | 4                                      | 5                               | 6                                   | 7                              |
| ✓          |              |       | ✓                                      |                                 |                                     |                                |

## EXAMPLES:

A. Set up oxygen equipment  
(Answers show this task is done once a week or less, and was learned by practice on the job.)

B. Prescribe medication  
(Answers show this task is never done, and was not taught.)

C. Record intake and output  
(Answers show this task was learned either in class or clinical phase of training course and is done several times each week.)

|                                    |   |   |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|---|---|
|                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 87. Set up bone fracture equipment |   |   |   |   |   |   |   |
| 88. Assist in putting on braces    |   |   |   |   |   |   |   |
| 89. Adjust traction apparatus      |   |   |   |   |   |   |   |
| 90. Apply artificial limbs         |   |   |   |   |   |   |   |
| 91. Remove artificial limbs        |   |   |   |   |   |   |   |
| 92. Apply arm slings               |   |   |   |   |   |   |   |
| 93. Apply restraints               |   |   |   |   |   |   |   |
| Apply tourniquet                   |   |   |   |   |   |   |   |
|                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

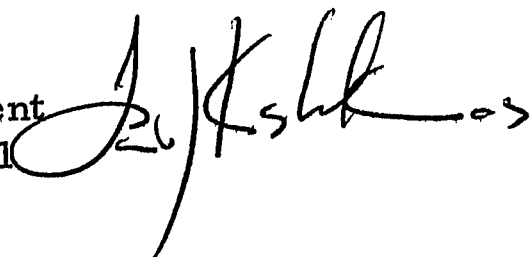
and is done several times each week.)

|      |   |   |   |   |   |   |   |   |
|------|---|---|---|---|---|---|---|---|
| 187. | Set up bone fracture equipment              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 188. | Assist in putting on braces                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 189. | Adjust traction apparatus                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 190. | Apply artificial limbs                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 191. | Remove artificial limbs                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 192. | Apply arm slings                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 193. | Apply restraints                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 194. | Apply tourniquet                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 195. | Position patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 196. | Lift patient to bed, chair, or table        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 197. | Assist in restraining patient               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 198. | Transport patient in wheelchair or carriage | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

TO: Licensed Practical Nurse Supervisors in  
Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent  
for Occupational, Vocational, and Technical  
Education



DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for licensed practical nurses. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of licensed practical nurses.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education  
Health Research Team  
O. V. T. Center  
635 Ridge Avenue  
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL & TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

PITTSBURGH TECHNICAL HEALTH  
TRAINING INSTITUTE DEMONSTRATION PROJECT

This form is designed to help you in giving us a report on the job performance of \_\_\_\_\_ in connection with a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become part of the individual's record.

The purpose of the study is to investigate the performance of licensed practical nurses. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

|                                       |                  |
|---------------------------------------|------------------|
| NAME _____                            |                  |
| POSITION _____                        |                  |
| INSTITUTION _____                     | DEPARTMENT _____ |
| YEARS EXPERIENCE _____                |                  |
| DEGREE _____                          |                  |
| NUMBER OF PERSONS YOU SUPERVISE _____ |                  |



## REPORT OF TYPICAL BEHAVIOR

During the past three or four days there has probably been a time when \_\_\_\_\_ has said or done something which impressed you as being indicative of his/her typical behavior on the job. Please think of the last time such an incident occurred and then complete the following form.

-----

1. What led up to the event? Please describe the circumstances which led up to the event in as much detail as possible.
  
  
  
  
  
  
  
  
  
  
2. Exactly what did the employee say or do that impressed you as being typical of his/her on-the-job behavior?
  
  
  
  
  
  
  
  
  
  
3. a. If this behavior was effective in accomplishing the task assigned, why in your opinion was this behavior effective?  
  
  
  
  
  
  
  
  
  
  
b. If this behavior was ineffective in accomplishing the task assigned, what in your opinion should he/she have done?

# LICENSED PRACTICAL NURSE

Rating of \_\_\_\_\_

Directions: The following set of scales represent a wide variety of tasks that licensed practical nurses perform. Please indicate where the person named rates on each of these scales by circling the appropriate number. Notice that a rating of one (1) indicates completely inadequate performance in a given area while a rating of nine (9) indicates superior performance in this area. A rating of five (5) indicates average performance. The scales are independent so it is possible for a person to rate high on one scale and still rate low on another.

## Meeting patient's physical needs

|            |   |   |         |   |   |          |   |   |
|------------|---|---|---------|---|---|----------|---|---|
| 1          | 2 | 3 | 4       | 5 | 6 | 7        | 8 | 9 |
| Inadequate |   |   | Average |   |   | Superior |   |   |

## Meeting patients' emotional needs

|            |   |   |         |   |   |          |   |   |
|------------|---|---|---------|---|---|----------|---|---|
| 1          | 2 | 3 | 4       | 5 | 6 | 7        | 8 | 9 |
| Inadequate |   |   | Average |   |   | Superior |   |   |

## Performing housekeeping tasks

|            |   |   |         |   |   |          |   |   |
|------------|---|---|---------|---|---|----------|---|---|
| 1          | 2 | 3 | 4       | 5 | 6 | 7        | 8 | 9 |
| Inadequate |   |   | Average |   |   | Superior |   |   |

## Reporting and recording

|            |   |   |         |   |   |          |   |   |
|------------|---|---|---------|---|---|----------|---|---|
| 1          | 2 | 3 | 4       | 5 | 6 | 7        | 8 | 9 |
| Inadequate |   |   | Average |   |   | Superior |   |   |

## Showing initiative

|            |   |   |         |   |   |          |   |   |
|------------|---|---|---------|---|---|----------|---|---|
| 1          | 2 | 3 | 4       | 5 | 6 | 7        | 8 | 9 |
| Inadequate |   |   | Average |   |   | Superior |   |   |

## Assuming responsibility

|            |   |   |         |   |   |          |   |   |
|------------|---|---|---------|---|---|----------|---|---|
| 1          | 2 | 3 | 4       | 5 | 6 | 7        | 8 | 9 |
| Inadequate |   |   | Average |   |   | Superior |   |   |

## Maintaining satisfactory interpersonal relations

|            |   |   |         |   |   |          |   |   |
|------------|---|---|---------|---|---|----------|---|---|
| 1          | 2 | 3 | 4       | 5 | 6 | 7        | 8 | 9 |
| Inadequate |   |   | Average |   |   | Superior |   |   |

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 1. Perform unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Assist with unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Perform unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assist with unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Attend unit report  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Take notes on unit report   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Complete newborn nursery admission procedure, such as: footprints, weight, bath | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Assist with newborn nursery admission procedure                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9. Show babies   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Set up for bedside religious rites   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Deliver messages   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Read to patient  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. Refer patient to social service agency   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Make charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Make credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Sort credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Sort charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Answer patient call  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Instruct patient in simple hygiene procedure                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Assist in teaching patient simple hygiene                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. Teach patient to inject his own insulin  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. Deliver mail   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. Deliver flowers  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. Make routine security check  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. Process patient's valuables  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. Explain patient condition to family  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 27. Obtain patient signatures              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28. Run personal errands for patients      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 29. Prepare requisitions for unit supplies | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 30. Fill out X-Ray requisitions            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 31. Fill out lab requisitions              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 32. Assist in enforcing visiting hours     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 33. Count unit supplies                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 34. Record count                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 35. Make narcotic count                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 36. Assist in narcotic count               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 37. Maintain unit supply level             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 38. Deliver supplies                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 39. Dust floor in patient's room           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 40. Clean discharged patient's unit        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41. Make unoccupied bed                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. Make occupied bed                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 43. Make post-operative bed                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 44. Disinfect bathrooms                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 45. Wash glasses and pitchers              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 46. Clean utility area                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 47. Clean oxygen equipment                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 48. Clean aspiration equipment             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 49. Sterilize instruments                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 50. Separate laundry                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 51. Fold laundry                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 52. Stock laundry                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 53. Collect and return items to laundry    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
|--|---|---|---|---|---|---|---|--|
| 54. Check food trays against patient diet list | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 55. Help patients plan for special diets       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 56. Collect and return items to central supply | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 57. Make diet substitutions                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 58. Change diet from liquid to soft            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 59. Prepare meals                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 60. Prepare snacks                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 61. Make infant formula                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 62. Put food on trays                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 63. Position patient for meals                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 64. Fill infant bottles                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 65. Assist patients in eating                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 66. Serve regular meals                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 67. Serve snacks                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 68. Feed babies                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 69. Provide water service                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 70. Ask patient about condition                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 71. Report observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 72. Record observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 73. Report treatments to R. N.                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 74. Record treatments                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 75. Record medications                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 76. Put information on patient's chart         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 77. Take the fetal heart tone                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 78. Take temperature                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 79. Take pulse                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 80. Take respiration                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |



|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
|---|---|---|---|---|---|---|---|--|
| 81. Record TPR  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 82. Take blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 83. Record blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 84. Weigh patient   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 85. Obtain an apical pulse  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 86. Take vital signs following anesthesia                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 87. Collect sputum specimen                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 88. Collect urine specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 89. Collect stool specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 90. Deliver specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 91. Perform clinitest   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 92. Record results of clinitest                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 93. Strain urine for stones                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 94. Insert tube for gastric specimen                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 95. Measure intake and output                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 96. Record intake and output                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 97. Report unusual incidents                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 98. Write reports of incidents                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 99. Record condition of skin                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 100. Record appearance of body discharges                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 101. Assist physician with rounds                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 102. Take verbal order from doctor for medication or treatment    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 103. Carry out doctor's verbal orders for medication or treatment | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 104. Record doctor's orders                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 105. Drape patient for examination                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
|   |   |   |   |   |   |   |   |  |



|   |   |   |   |   |   |   |   |  |
|---|---|---|---|---|---|---|---|--|
| 6. Change dressings                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 7. Apply external medicine                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 8. Perform rectal examination of patient in labor | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 9. Scrub for surgery                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 10. Scrub for obstetrics                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 11. Circulate in operating room                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 12. Assist physician in gowning                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 13. Do pre-operative shaving                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 14. Assist with pre-operative care                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 15. Hold and hand instruments                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 16. Assemble instrument packs                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 17. Observe isolation techniques                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 18. Check drainage tubes                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 19. Check patients for bleeding                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 20. Assist patient in postural drainage           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 21. Give enema                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 22. Empty catheter collection bag                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 23. Insert rectal suppositories                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 24. Insert vaginal suppositories                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 25. Administer vaginal douche                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 26. Give urinary bladder instillations            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 27. Give urinary bladder irrigations              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 28. Catheterize patient                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 29. Insert indwelling catheter                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 30. Care for colostomy                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 31. Care for tracheotomy                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| 32. Give sitz bath                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 33. Remove nasal pack                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 34. Remove fecal impaction                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 35. Give perineal care                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 36. Give post-partum care                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 37. Give breast care to new mother          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 38. Apply binders                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 39. Assist patient with exercises           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 40. Assist patients in walking              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41. Dangle patients                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. Prepare hot and cold compresses         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 43. Apply hot and cold compresses           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 44. Apply Ace bandage                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 45. Apply poultices and plasters            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 46. Order prescription from pharmacy        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 47. Compute fractional doses of medicine    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 48. Pour oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 49. Give oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 50. Put medication in the eye, ear, or nose | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 51. Care for incontinent patient            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 52. Administer post-mortem care             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 53. Administer narcotics                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 54. Give immunizations                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 55. Give subcutaneous injections            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 56. Give intramuscular injections           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 57. Dress and undress patient               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 58. Furnish bedpan/urinal service           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 59. Give oral hygiene                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 60. Give oral hygiene to an unconscious patient | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 61. Give back rub                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 62. Shampoo patient's hair                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 63. Care for patient's hair and nails           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 64. Bathe patient                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 65. Bathe patient in an oxygen tent             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 66. Operate autoclave                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 67. Prepare tray for prep team                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 68. Set up croupette                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 69. Service croupette                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 70. Adjust bed rails                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 71. Apply rubber or cotton rings                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 72. Set up oxygen equipment                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 73. Regulate oxygen equipment                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 74. Administer oxygen                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 75. Administer an electro-cardiograph           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 76. Assist with electro-cardiograph             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 77. Take X-Ray pictures                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 78. Assist in taking X-Ray pictures             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 79. Set up aspirator                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 80. Aspirate patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 81. Suction patient                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 82. Regulate flow of blood transfusions         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 83. Discontinue I. V. solutions                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 84. Add additional solution to continue I. V.   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 85. Start an I. V. solution                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 86. Check flow of I. V.                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

# LICENSED PRACTICAL NURSE

## INSTRUCTIONS:

In columns 1, 2, 3, 4, and 5, please judge the importance of each task by placing a check (✓) in the appropriate column. (For the purpose of this study, IMPORTANT is defined as critical or crucial.)

In column 6 place a C if you feel the task should be taught during the FORMAL TRAINING COURSE which includes both classroom and clinical instruction. Place an O in column 6 if you feel this task should be learned ON-THE-JOB.

Place a dash (—) in column 7 for any task that is Not a Function of a Licensed Practical Nurse

### EXAMPLES

Example A is not a function and, therefore, is not rated for importance and only a (—) is placed in column 7.

Example B is rated extremely important because of the danger of scalding the patient, and should be taught during the Training Course.

Example C is rated not important and is a task that is normally learned on the job.

|   | Extremely important | Very important | Moderately important | Slightly important | Not important | C - During Training Course<br>or<br>O - On-The-Job | Not a Function |
|---|---------------------|----------------|----------------------|--------------------|---------------|--|----------------|
| A. Teach prenatal classes                     | 1                   | 2              | 3                    | 4                  | 5             | 6  | 7<br>—         |
| B. Control temperature of water for sitz bath | 1<br>✓              | 2              | 3                    | 4                  | 5             | 6<br>C   | 7              |
| C. Operate Durabwaiter                        | 1                   | 2              | 3                    | 4                  | 5<br>✓        | 6<br>O   | 7              |

|                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------------------------|---|---|---|---|---|---|---|
| . Set up bone fracture equipment |   |   |   |   |   |   |   |
| . Assist in putting on braces    |   |   |   |   |   |   |   |
| . Adjust traction apparatus      |   |   |   |   |   |   |   |
| . Apply artificial limbs         |   |   |   |   |   |   |   |
| . Remove artificial limbs        |   |   |   |   |   |   |   |
| . Apply arm slings               |   |   |   |   |   |   |   |
| . Apply restraints               |   |   |   |   |   |   |   |
| . Apply tourniquet               |   |   |   |   |   |   |   |

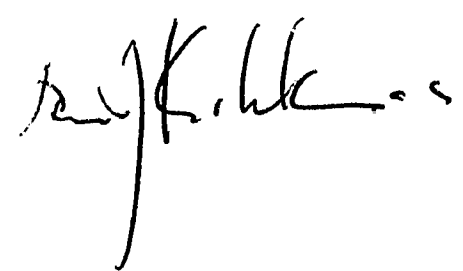




PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

TO: Nurse's Aide Supervisors in Pittsburgh  
Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent  
for Occupational, Vocational, and Technical  
Education



DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for nurse's aides. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of nurse's aides.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education  
Health Research Team  
O.V.T. Center  
635 Ridge Avenue  
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures



**PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE**

**PITTSBURGH TECHNICAL HEALTH  
TRAINING INSTITUTE DEMONSTRATION PROJECT**

This form is designed to help you in giving us a report on the job performance of \_\_\_\_\_ in connection with a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become part of the individual's record.

The purpose of the study is to investigate the performance of nurse's aides. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

|                                       |                  |
|---------------------------------------|------------------|
| NAME _____                            |                  |
| POSITION _____                        |                  |
| INSTITUTION _____                     | DEPARTMENT _____ |
| YEARS EXPERIENCE _____                |                  |
| DEGREE _____                          |                  |
| NUMBER OF PERSONS YOU SUPERVISE _____ |                  |

## REPORT OF TYPICAL BEHAVIOR

During the past three or four days there has probably been a time when \_\_\_\_\_ has said or done something which impressed you as being indicative of his/her typical behavior on the job. Please think of the last time such an incident occurred and then complete the following form.

-----

1. What led up to the event? Please describe the circumstances which led up to the event in as much detail as possible.
  
  
  
  
  
  
  
  
  
  
2. Exactly what did the employee say or do that impressed you as being typical of his/her on-the-job behavior?
  
  
  
  
  
  
  
  
  
  
3. a. If this behavior was effective in accomplishing the task assigned, why in your opinion was this behavior effective?  
  
  
  
  
  
  
  
  
  
b. If this behavior was ineffective in accomplishing the task assigned, what in your opinion should he/she have done?

## NURSE'S AIDE

Rating of \_\_\_\_\_

Directions: The following set of scales represents a wide variety of tasks that nurse's aides perform. Please indicate where the person named rates on each of these scales by circling the appropriate number. Notice that a rating of one (1) indicates completely inadequate performance in a given area while a rating of nine (9) indicates superior performance in this area. A rating of five (5) indicates average performance. The scales are independent so it is possible for a person to rate high on one scale and still rate low on another.

### Meeting patients' physical needs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Meeting patients' emotional needs

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Performing housekeeping tasks

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Reporting and recording

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Showing initiative

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Assuming responsibility

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Maintaining satisfactory interpersonal relations

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 1. Perform unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Assist with unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Perform unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assist with unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Attend unit report  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Take notes on unit report   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Complete newborn nursery admission procedure, such as: footprints, weight, bath | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Assist with newborn nursery admission procedure                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9. Show babies   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Set up for bedside religious rites   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Deliver messages   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Read to patient  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. Refer patient to social service agency   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Make charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Make credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Sort credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Sort charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Answer patient call  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Instruct patient in simple hygiene procedure                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Assist in teaching patient simple hygiene                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. Teach patient to inject his own insulin  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. Deliver mail   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. Deliver flowers  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. Make routine security check  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. Process patient's valuables  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. Explain patient condition to family  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 27. Obtain patient signatures              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28. Run personal errands for patients      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 29. Prepare requisitions for unit supplies | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 30. Fill out X-Ray requisitions            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 31. Fill out lab requisitions              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 32. Assist in enforcing visiting hours     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 33. Count unit supplies                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 34. Record count                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 35. Make narcotic count                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 36. Assist in narcotic count               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 37. Maintain unit supply level             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 38. Deliver supplies                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 39. Dust floor in patient's room           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 40. Clean discharged patient's unit        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41. Make unoccupied bed                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. Make occupied bed                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 43. Make post-operative bed                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 44. Disinfect bathrooms                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 45. Wash glasses and pitchers              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 46. Clean utility area                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 47. Clean oxygen equipment                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 48. Clean aspiration equipment             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 49. Sterilize instruments                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 50. Separate laundry                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 51. Fold laundry                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 52. Stock laundry                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 53. Collect and return items to laundry    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 54. Check food trays against patient diet list | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 55. Help patients plan for special diets       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 56. Collect and return items to central supply | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 57. Make diet substitutions                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 58. Change diet from liquid to soft            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 59. Prepare meals                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 60. Prepare snacks                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 61. Make infant formula                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 62. Put food on trays                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 63. Position patient for meals                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 64. Fill infant bottles                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 65. Assist patients in eating                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 66. Serve regular meals                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 67. Serve snacks                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 68. Feed babies                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 69. Provide water service                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 70. Ask patient about condition                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 71. Report observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 72. Record observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 73. Report treatments to R. N.                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 74. Record treatments                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 75. Record medications                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 76. Put information on patient's chart         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 77. Take the fetal heart tone                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 78. Take temperature                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 79. Take pulse                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 80. Take respiration                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 81. Record TPR  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 82. Take blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 83. Record blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 84. Weigh patient   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 85. Obtain an apical pulse  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 86. Take vital signs following anesthesia                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 87. Collect sputum specimen                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 88. Collect urine specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 89. Collect stool specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 90. Deliver specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 91. Perform clinitest   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 92. Record results of clinitest                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 93. Strain urine for stones                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 94. Insert tube for gastric specimen                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 95. Measure intake and output                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 96. Record intake and output                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 97. Report unusual incidents                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 98. Write reports of incidents                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 99. Record condition of skin                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 100. Record appearance of body discharges                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 101. Assist physician with rounds                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 102. Take verbal order from doctor for medication or treatment    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 103. Carry out doctor's verbal orders for medication or treatment | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 104. Record doctor's orders                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 105. Drape patient for examination                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|   |   |   |   |   |   |   |   |

|     |  |   |   |   |   |   |   |   |
|-----|--|---|---|---|---|---|---|---|
| 06. | Change dressings                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 07. | Apply external medicine                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 08. | Perform rectal examination of patient in labor | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 09. | Scrub for surgery                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. | Scrub for obstetrics                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. | Circulate in operating room                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. | Assist physician in gowning                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. | Do pre-operative shaving                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. | Assist with pre-operative care                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. | Hold and hand instruments                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. | Assemble instrument packs                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. | Observe isolation techniques                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. | Check drainage tubes                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. | Check patients for bleeding                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. | Assist patient in postural drainage            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. | Give enema                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. | Empty catheter collection bag                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. | Insert rectal suppositories                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. | Insert vaginal suppositories                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. | Administer vaginal douche                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. | Give urinary bladder instillations             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 27. | Give urinary bladder irrigations               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28. | Catheterize patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 29. | Insert indwelling catheter                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 30. | Care for colostomy                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 31. | Care for tracheotomy                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 32. | Give sitz bath                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 33. Remove nasal pack                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 34. Remove fecal impaction                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 35. Give perineal care                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 36. Give post-partum care                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 37. Give breast care to new mother          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 38. Apply binders                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 39. Assist patient with exercises           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 40. Assist patients in walking              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41. Dangle patients                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. Prepare hot and cold compresses         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 43. Apply hot and cold compresses           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 44. Apply Ace bandage                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 45. Apply poultices and plasters            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 46. Order prescription from pharmacy        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 47. Compute fractional doses of medicine    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 48. Pour oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 49. Give oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 50. Put medication in the eye, ear, or nose | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 51. Care for incontinent patient            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 52. Administer post-mortem care             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 53. Administer narcotics                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 54. Give immunizations                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 55. Give subcutaneous injections            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 56. Give intramuscular injections           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 57. Dress and undress patient               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 58. Furnish bedpan/urinal service           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 59. Give oral hygiene                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 60. Give oral hygiene to an unconscious patient | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 61. Give back rub                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 62. Shampoo patient's hair                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 63. Care for patient's hair and nails           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 64. Bathe patient                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 65. Bathe patient in an oxygen tent             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 66. Operate autoclave                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 67. Prepare tray for prep team                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 68. Set up croupette                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 69. Service croupette                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 70. Adjust bed rails                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 71. Apply rubber or cotton rings                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 72. Set up oxygen equipment                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 73. Regulate oxygen equipment                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 74. Administer oxygen                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 75. Administer an electro-cardiograph           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 76. Assist with electro-cardiograph             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 77. Take X-Ray pictures                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 78. Assist in taking X-Ray pictures             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 79. Set up aspirator                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 80. Aspirate patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 81. Suction patient                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 82. Regulate flow of blood transfusions         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 83. Discontinue I V solutions                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 84. Add additional solution to continue I V     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 85. Start an I V solution                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 86. Check flow of I V                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



## NURSE AIDE/ORDERLY

### INSTRUCTIONS:

In columns 1, 2, 3, 4, and 5, please judge the importance of each task by placing a check (✓) in the appropriate column. (For the purpose of this study, IMPORTANT is defined as critical or crucial.)

In column 6 place a C if you feel the task should be taught during the FORMAL TRAINING COURSE which includes both classroom and clinical instruction. Place an O in column 6 if you feel this task should be learned ON-THE-JOB.

Place a dash (—) in column 7 for any task that is Not a Function of a nurse aide/orderly.

Example A is not a function and, therefore, is not rated for importance and only a (—) is placed in column 7.

Example B is rated extremely important because of the danger of scalding the patient, and should be taught during the Training Course.

Example C is rated not important and is a task that is normally learned on the job.

|   | Extremely important | Very important | Moderately important | Slightly important | Not important | C - During Training Course<br>or<br>O - On-The-Job | Not a Function |
|---|---------------------|----------------|----------------------|--------------------|---------------|--|----------------|
|   | 1                   | 2              | 3                    | 4                  | 5             | 6  | 7              |
| A. Teach prenatal classes                     |                     |                |                      |                    |               |  | —              |
| B. Control temperature of water for sitz bath | ✓                   |                |                      |                    |               | C  | —              |
| C. Operate dumbwaiter                         |                     |                |                      |                    | ✓             | O  | —              |

|                                |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|
|                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Set up bone fracture equipment |   |   |   |   |   |   |   |
| Assist in putting on braces    |   |   |   |   |   |   |   |
| Adjust traction apparatus      |   |   |   |   |   |   |   |
| Apply artificial limbs         |   |   |   |   |   |   |   |
| Remove artificial limbs        |   |   |   |   |   |   |   |
| Apply arm slings               |   |   |   |   |   |   |   |
| Apply restraints               |   |   |   |   |   |   |   |

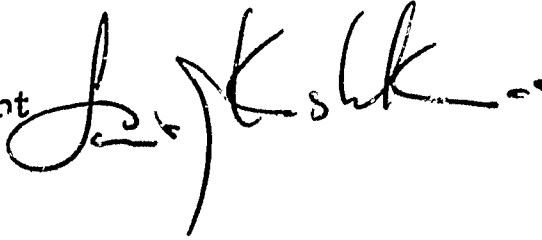


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PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

TO: Nurse's Aides in Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent  
for Occupational, Vocational, and Technical Education



DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for nurse's aides. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of nurse's aides.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education  
Health Research Team  
O. V. T. Center  
635 Ridge Avenue  
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

## NURSE AIDE/ORDERLY

This form is designed to gain information about nurse's aides as a part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of nurse's aides. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYED AT \_\_\_\_\_ JOB \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

WHERE DID YOU TRAIN FOR YOUR JOB?

SCHOOL \_\_\_\_\_

HOSPITAL \_\_\_\_\_

Type of training:

1. On-The-Job Training \_\_\_\_\_
2. In-Service Training + On-The-Job Training \_\_\_\_\_
3. Classroom + On-The-Job Training \_\_\_\_\_
4. Classroom + Supervised Clinical Training \_\_\_\_\_

DATE TRAINING WAS COMPLETED \_\_\_\_\_

Experience as Nurse's Aide \_\_\_\_\_ Years \_\_\_\_\_ Months

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 1. Perform unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Assist with unit admitting procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Perform unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Assist with unit discharge procedures   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Attend unit report  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Take notes on unit report   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Complete newborn nursery admission procedure, such as: footprints, weight, bath | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Assist with newborn nursery admission procedure                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9. Show babies   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Set up for bedside religious rites   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Deliver messages   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Read to patient  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. Refer patient to social service agency   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Make charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Make credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Sort credit slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Sort charge slips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Answer patient call  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Instruct patient in simple hygiene procedure                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Assist in teaching patient simple hygiene                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. Teach patient to inject his own insulin  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. Deliver mail   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. Deliver flowers  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. Make routine security check  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. Process patient's valuables  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. Explain patient condition to family  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



|     |  |   |   |   |   |   |   |   |
|-----|--|---|---|---|---|---|---|---|
| 27. | Obtain patient signatures              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28. | Run personal errands for patients      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 29. | Prepare requisitions for unit supplies | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 30. | Fill out X-Ray requisitions            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 31. | Fill out lab requisitions              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 32. | Assist in enforcing visiting hours     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 33. | Count unit supplies                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 34. | Record count                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 35. | Make narcotic count                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 36. | Assist in narcotic count               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 37. | Maintain unit supply level             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 38. | Deliver supplies                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 39. | Dust floor in patient's room           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 40. | Clean discharged patient's unit        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41. | Make unoccupied bed                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. | Make occupied bed                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 43. | Make post-operative bed                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 44. | Disinfect bathrooms                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 45. | Wash glasses and pitchers              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 46. | Clean utility area                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 47. | Clean oxygen equipment                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 48. | Clean aspiration equipment             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 49. | Sterilize instruments                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 50. | Separate laundry                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 51. | Fold laundry                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 52. | Stock laundry                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 53. | Collect and return items to laundry    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



|     |  |   |   |   |   |   |   |   |
|-----|--|---|---|---|---|---|---|---|
| 54. | Check food trays against patient diet list | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 55. | Help patients plan for special diets       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 56. | Collect and return items to central supply | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 57. | Make diet substitutions                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 58. | Change diet from liquid to soft            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 59. | Prepare meals                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 60. | Prepare snacks                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 61. | Make infant formula                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 62. | Put food on trays                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 63. | Position patient for meals                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 64. | Fill infant bottles                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 65. | Assist patients in eating                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 66. | Serve regular meals                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 67. | Serve snacks                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 68. | Feed babies                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 69. | Provide water service                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 70. | Ask patient about condition                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 71. | Report observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 72. | Record observations                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 73. | Report treatments to R. N.                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 74. | Record treatments                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 75. | Record medications                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 76. | Put information on patient's chart         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 77. | Take the fetal heart tone                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 78. | Take temperature                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 79. | Take pulse                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 80. | Take respiration                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 81. Record TPR  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 82. Take blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 83. Record blood pressure   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 84. Weigh patient   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 85. Obtain an apical pulse  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 86. Take vital signs following anesthesia                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 87. Collect sputum specimen                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 88. Collect urine specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 89. Collect stool specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 90. Deliver specimen  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 91. Perform clinitest   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 92. Record results of clinitest                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 93. Strain urine for stones                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 94. Insert tube for gastric specimen                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 95. Measure intake and output                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 96. Record intake and output                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 97. Report unusual incidents                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 98. Write reports of incidents                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 99. Record condition of skin                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 100. Record appearance of body discharges                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 101. Assist physician with rounds                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 102. Take verbal order from doctor for medication or treatment    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 103. Carry out doctor's verbal orders for medication or treatment | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 104. Record doctor's orders                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 105. Drape patient for examination                                |   |   |   |   |   |   |   |

|  |   |   |   |   |   |   |   |  |
|--|---|---|---|---|---|---|---|--|
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Change dressings                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Apply external medicine                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Perform rectal examination of patient in labor | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Scrub for surgery                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Scrub for obstetrics                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Circulate in operating room                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Assist physician in gowning                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Do pre-operative shaving                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Assist with pre-operative care                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Hold and hand instruments                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Assemble instrument packs                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Observe isolation techniques                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Check drainage tubes                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Check patients for bleeding                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Assist patient in postural drainage            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Give enema                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Empty catheter collection bag                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Insert rectal suppositories                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Insert vaginal suppositories                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Administer vaginal douche                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Give urinary bladder instillations             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Give urinary bladder irrigations               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Catheterize patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Insert indwelling catheter                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Care for colostomy                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Care for tracheotomy                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
| Give sitz bath                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |
|  |   |   |   |   |   |   |   |  |

|      |   |   |   |   |   |   |   |   |
|------|---|---|---|---|---|---|---|---|
| 133. | Remove nasal pack                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 134. | Remove fecal impaction                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 135. | Give perineal care                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 136. | Give post-partum care                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 137. | Give breast care to new mother          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 138. | Apply binders                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 139. | Assist patient with exercises           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 140. | Assist patients in walking              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 141. | Dangle patients                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 142. | Prepare hot and cold compresses         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 143. | Apply hot and cold compresses           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 144. | Apply Ace bandage                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 145. | Apply poultices and plasters            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 146. | Order prescription from pharmacy        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 147. | Compute fractional doses of medicine    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 148. | Pour oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 149. | Give oral medication                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 150. | Put medication in the eye, ear, or nose | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 151. | Care for incontinent patient            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 152. | Administer post-mortem care             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 153. | Administer narcotics                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 154. | Give immunizations                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 155. | Give subcutaneous injections            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 156. | Give intramuscular injections           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 157. | Dress and undress patient               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 158. | Furnish bedpan/urinal service           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 159. | Give oral hygiene                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 160. Give oral hygiene to an unconscious patient | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 161. Give back rub                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 162. Shampoo patient's hair                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 163. Care for patient's hair and nails           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 164. Bathe patient                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 165. Bathe patient in an oxygen tent             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 166. Operate autoclave                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 167. Prepare tray for prep team                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 168. Set up croupette                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 169. Service croupette                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 170. Adjust bed rails                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 171. Apply rubber or cotton rings                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 172. Set up oxygen equipment                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 173. Regulate oxygen equipment                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 174. Administer oxygen                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 175. Administer an electro-cardiograph           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 176. Assist with electro-cardiograph             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 177. Take X-Ray pictures                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 178. Assist in taking X-Ray pictures             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 179. Set up aspirator                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 180. Aspirate patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 181. Suction patient                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 182. Regulate flow of blood transfusions         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 183. Discontinue I. V. solutions                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 184. Add additional solution to continue I. V.   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 185. Start an I. V. solution                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 186. Check flow of I. V.                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



# NURSE AIDE/ORDERLY

## INSTRUCTIONS:

Frequency - Check column that shows how often you do each task.

Frequently - A task you do several times each week.

Occasionally - A task you do once a week or less.

Learned - Check the column that shows where you learned this task or if you have not been taught this task.

## TASKS

|   | FREQUENCY  |              |       | LEARNED                                     |                                 |                                     |                                |
|---|------------|--------------|-------|---|---------------------------------|-------------------------------------|--------------------------------|
|   | Frequently | Occasionally | Never | During Nurse's Aide/Orderly Training Course | By attending In-Service classes | By observing or practice on the job | Have not been taught this task |
| EXAMPLES:   | 1          | 2            | 3     | 4   | 5                               | 6                                   | 7                              |
| A. Set up oxygen equipment<br>(Answers show this task is done once a week or less, and was learned by practice on the job.)                                   |            | ✓            |       |   |                                 | ✓                                   |                                |
| B. Start an I. V. solution<br>(Answers show this task is never done, and was not taught.)   |            |              | ✓     |   |                                 |                                     | ✓                              |
| C. Record intake and output<br>(Answers show this task was learned either in class or clinical phase of training course and is done several times each week.) | ✓          |              |       | ✓   |                                 |                                     |                                |

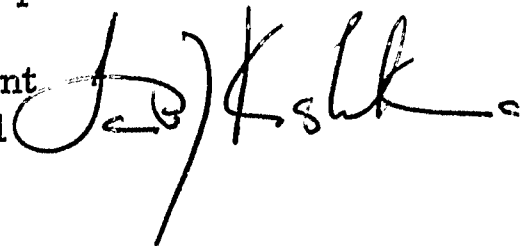
|                                    |   |   |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|---|---|
|                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 87. Set up bone fracture equipment |   |   |   |   |   |   |   |
| 88. Assist in putting on braces    |   |   |   |   |   |   |   |
| 89. Adjust traction apparatus      |   |   |   |   |   |   |   |
| 90. Apply artificial limbs         |   |   |   |   |   |   |   |
| 91. Remove artificial limbs        |   |   |   |   |   |   |   |
| 92. Apply arm slings               |   |   |   |   |   |   |   |
| 93. Apply restraints               |   |   |   |   |   |   |   |
|                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|      |   |   |   |   |   |   |   |   |
|------|---|---|---|---|---|---|---|---|
| 187. | Set up bone fracture equipment              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 188. | Assist in putting on braces                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 189. | Adjust traction apparatus                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 190. | Apply artificial limbs                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 191. | Remove artificial limbs                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 192. | Apply arm slings                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 193. | Apply restraints                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 194. | Apply tourniquet                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 195. | Position patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 196. | Lift patient to bed, chair, or table        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 197. | Assist in restraining patient               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 198. | Transport patient in wheelchair or carriage | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

TO: Surgical Technicians in Pittsburgh Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent  
for Occupational, Vocational, and Technical  
Education



DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for surgical technicians. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of surgical technicians.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education  
Health Research Team  
O. V. T. Center  
635 Ridge Avenue  
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

This form is designed to gain information about Surgical Technicians as part of a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become a part of your record.

The purpose of the study is to investigate the performance of Surgical Technicians. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

|                                     |   |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
|-------------------------------------|---|------------|------------|------------------------|--------------------------|-------------------------------------|--------------------------|---------------------------|--------------------------|------------------------------------|--------------------------|
| NAME                                | _____   | TELEPHONE  | _____      |                        |                          |                                     |                          |                           |                          |                                    |                          |
| ADDRESS                             | _____   |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
| EMPLOYED AT                         | _____   | JOB        | _____      |                        |                          |                                     |                          |                           |                          |                                    |                          |
| DEPARTMENT                          | _____   | SUPERVISOR | _____      |                        |                          |                                     |                          |                           |                          |                                    |                          |
| Where did you train for your job?   | SCHOOL _____  |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
|                                     | HOSPITAL _____  |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
| TYPE OF TRAINING:                   | <table><tr><td>1. On-the-Job Training</td><td><input type="checkbox"/></td></tr><tr><td>2. In-Service Training + On-the-Job</td><td><input type="checkbox"/></td></tr><tr><td>3. Classroom + On-the-Job</td><td><input type="checkbox"/></td></tr><tr><td>4. Classroom + Supervised Clinical</td><td><input type="checkbox"/></td></tr></table> |            |            | 1. On-the-Job Training | <input type="checkbox"/> | 2. In-Service Training + On-the-Job | <input type="checkbox"/> | 3. Classroom + On-the-Job | <input type="checkbox"/> | 4. Classroom + Supervised Clinical | <input type="checkbox"/> |
| 1. On-the-Job Training              | <input type="checkbox"/>  |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
| 2. In-Service Training + On-the-Job | <input type="checkbox"/>  |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
| 3. Classroom + On-the-Job           | <input type="checkbox"/>  |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
| 4. Classroom + Supervised Clinical  | <input type="checkbox"/>  |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
| DATE TRAINING WAS COMPLETED         | _____   |            |            |                        |                          |                                     |                          |                           |                          |                                    |                          |
| EXPERIENCE AS SURGICAL TECHNICIAN   | _____   | Years      | _____ Mos. |                        |                          |                                     |                          |                           |                          |                                    |                          |

Pre-Operative Functions

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 1. Scrub hands  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 2. Glove and Gown                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 3. Assist with gloving and gowning                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4. Obtain equipment                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5. Connect electrical-surgical units, drills, suction | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6. Adjust electrical-surgical units, lights           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7. Assemble drills                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8. Inspect equipment                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 9. Test Equipment                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 10. Lubricate equipment                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 11. Request equipment                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 12. Obtain sterilized linen packs                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 13. Drape tables, stands                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 14. Arrange linens on linen table                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 15. Obtain sterilized instrument packs                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 16. Arrange instruments                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 17. Check instruments                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18. Count instruments                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 19. Request additional instruments                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 20. Obtain sterile sponge packs                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 21. Count sponges                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 22. Arrange sponges                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. Prepare sponges                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 24. Obtain sterilized suture packs                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 25. Count sutures                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 26. Prepare sutures                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |



|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 27. Arrange sutures  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 28. Obtain sterilized basin packs                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 29. Position basins  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 30. Obtain prep solutions, water                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 31. Pour water, prep solutions                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 32. Request special solutions                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 33. Prepare solutions  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 34. Soak optic devices in disinfectant for operative procedure | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 35. Ask questions for clarification                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 36. Orient assistant/orderly personnel                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 37. Receive instructions                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 38. Relay messages   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 39. Place X-rays on view box                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 40. Shave operative area of patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41. Talk reassuringly to patient                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. Assist with positioning patient                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 43. Restrain patient   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 44. Tell patient of procedural intent                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 45. Assist with sterile prep                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 46. Assist with draping patient                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 47. Obtain O-R forms   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 48. Stamp patient's name on O-R forms                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 49. Write operative information on O-R forms                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 50. Fill hypodermic syringe                                    |   |   |   |   |   |   |   |
| OTHER PRE-OPERATIVE FUNCTIONS                                  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |

Operative Functions

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 51. Hand instruments                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 52. Hold retractors                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 53. Prepare sutures                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 54. Cut sutures as directed by surgeon                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 55. Hold organs or tissue as directed                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 56. Apply hand pressure as directed                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 57. Anticipate surgeon's need                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 58. Adjust electrical-surgical equipment               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 59. Focus lights                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 60. Request additional supplies                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 61. Provide emergency equipment                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 62. Aspirate incision                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 63. Check drainage of urinary catheter                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 64. Sponge incision                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 65. Receive organs/tissue specimens                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 66. Identify specimens                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 67. Label specimens                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 68. Receive additional linens                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 69. Change soiled linens                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 70. Chart operative information on O-R form            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 71. Rinse instruments                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 72. Sort and separate instruments not to be used again | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 73. Wipe instruments                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 74. Moisten sponges                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 75. Rearrange instruments                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 76. Hold I.V. bottles for anesthetist                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|---|---|---|---|---|---|---|
| 77. Obtain needed supplies for anesthetist                         | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 78. Help anesthetist hold patient in position                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 79. Hand tape to anesthetist                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 80. Obtain blood for anesthetist                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 81. Cut sterile surgical adhesive strips                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 82. Prepare packing  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 83. Assist with sponge count                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 84. Unfold soiled, counted sponges                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 85. Thread needle  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 86. Prepare dressing   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 87. Assist with applying dressing                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 88. Cut adhesive strips  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 89. Assist with taping dressing                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 90. Assist surgeon in removing gloves & gown                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 91. Request recovery bed   |   |   |   |   |   |   |   |
| OTHER OPERATIVE FUNCTIONS  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |
| <u>Post-Operative Functions</u>                                    |   |   |   |   |   |   |   |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 92. Remove drape from patient                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 93. Remove knee restrainers from patient                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 94. Assist in moving patient to recovery bed                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 95. Transfer patient from operating room to recovery room          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 96. Check position of drainage tube, urinary catheter              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 97. Connect new drainage tube & collection bag to urinary catheter | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |   |   |   |   |   |   |   |



|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 98. Clean instruments                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 99. Prepare germicide solution                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 100. Soak contaminated instruments                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 101. Prepare instrument packs                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 102. Sterilize instrument packs                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 103. Dispose of used and soiled linens                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 104. Replenish linen packs                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 105. Disassemble drills, suction apparatus                | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 106. Disconnect electrical-surgical unit                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 107. Wipe equipment                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 108. Remove equipment from O-R                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 109. Wipe off stands and tables                           | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 110. Clean O-R  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 111. Empty/clean containers(basin, bucket, aspirator jar) | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 112. Mop floors   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 113. Use housekeeping cleaning machines                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 114. Check sponge count                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 115. Complete O-R forms                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 116. Sign O-R forms                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 117. Prepare charge slips                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 118. Prepare specimen reports                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 119. Hand carry forms to pick-up stations                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 120. Position awake patients in lithotomy in cysto room   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 121. Clean special instruments in cysto room              | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 122. Obtain plaster in cast room                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 123. Prepare plaster                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

# SURGICAL TECHNICIAN

## INSTRUCTIONS:

Frequency - Check column that shows how often you do each task.

Frequently - A task you do several times each week.

Occasionally - A task you do once a week or less...

Learned - Check the column that shows where you learned this task or if you have not been taught this task.

## TASKS

## EXAMPLES:

- A. Pass instruments  
(Answers show this task is done several times each week and was learned during a training course.)
- B. Operate bone drill  
(Answers show this task is never done, and was not taught.)

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| 24. Assist in applying plaster              |   |   |   |   |   |   |   |
| 25. Assist in applying cast                 |   |   |   |   |   |   |   |
| 26. Hold patient's extremities in cast room |   |   |   |   |   |   |   |
| 27. Lift patients                           |   |   |   |   |   |   |   |
| 28. Assist in removing cast                 |   |   |   |   |   |   |   |
| 29. Verify correct patient                  |   |   |   |   |   |   |   |
| 30. Report defective equipment to superiors |   |   |   |   |   |   |   |
| 31. Report defective supplies to superiors  |   |   |   |   |   |   |   |
| 32. Report shortages                        |   |   |   |   |   |   |   |
| 33. Report unusual happenings               |   |   |   |   |   |   |   |
| 34. Assist with inventory                   |   |   |   |   |   |   |   |
| 35. Assist in checking incoming supplies    |   |   |   |   |   |   |   |





PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

TO: Surgical Technician Supervisors in Pittsburgh  
Area Hospitals

FROM: Louis J. Kishkunas, Assistant Superintendent  
for Occupational, Vocational and Technical  
Education

DATE: January 9, 1967

SUBJECT: JOB ANALYSIS QUESTIONNAIRE

The Pittsburgh Board of Public Education is presently engaged in research which has as its goal the development of new and improved training methods for surgical technicians. In order to accomplish this goal, it is necessary to have certain information regarding the job activities of surgical technicians.

I am enclosing a questionnaire form designed to help us collect the needed data. I would appreciate your completion of the questionnaire and its return to me. If possible, I would like to receive the completed questionnaire by January 20, 1967. Mail the completed forms directly to

Board of Public Education  
Health Research Team  
O. V. T. Center  
635 Ridge Avenue  
Pittsburgh, Pennsylvania 15212

in the enclosed self-addressed stamped envelope.

Thank you for your cooperation and for your prompt return of the completed questionnaire.

Enclosures

PITTSBURGH PUBLIC SCHOOLS  
DIVISION OF OCCUPATIONAL, VOCATIONAL AND TECHNICAL EDUCATION  
HEALTH TRAINING INSTITUTE

PITTSBURGH TECHNICAL HEALTH  
TRAINING INSTITUTE DEMONSTRATION PROJECT

This form is designed to help you in giving us a report on the job performance of \_\_\_\_\_ in connection with a research study being conducted by the Pittsburgh Board of Public Education, Division of Occupational, Vocational, and Technical Education, for the United States Department of Health, Education, and Welfare. The information you provide will be used for research and statistical purposes only, and will never become part of the individual's record.

The purpose of the study is to investigate the performance of Surgical Technicians. In addition, the information gleaned from the study will provide the school with a guide for tying their training program more closely to the job requirements.

Your full cooperation is appreciated.

|                                 |                        |
|---------------------------------|------------------------|
| NAME                            | _____                  |
| POSITION                        | _____                  |
| INSTITUTION                     | _____ DEPARTMENT _____ |
| YEARS EXPERIENCE                | _____                  |
| DEGREE                          | _____                  |
| NUMBER OF PERSONS YOU SUPERVISE | _____                  |

## REPORT OF TYPICAL BEHAVIOR

During the past three or four days there has probably been a time when \_\_\_\_\_ has said or done something which impressed you as being indicative of his/her typical behavior on the job. Please think of the last time such an incident occurred and then complete the following form.

-----

1. What led up to the event? Please describe the circumstances which led up to the event in as much detail as possible.
  
  
  
  
  
  
  
  
  
  
2. Exactly what did the employee say or do that impressed you as being typical of his/her on-the-job behavior?
  
  
  
  
  
  
  
  
  
  
3. a. If this behavior was effective in accomplishing the task assigned, why in your opinion was this behavior effective?  
  
  
  
  
  
  
  
  
  
  
b. If this behavior was ineffective in accomplishing the task assigned, what in your opinion should he/she have done?

## SURGICAL TECHNICIAN

Rating of \_\_\_\_\_

**Directions:** The following set of scales represent a wide variety of tasks performed by surgical technicians. Please indicate where the person named rates on each of these scales by circling the appropriate number. Notice that a rating scale of one (1) indicates inadequate performance in a given area. A rating of five (5) indicates average performance, and a rating of nine (9) indicates superior performance in this area. The scales are independent so that it is possible for a person to rate high on one scale and still rate low on another.

### Scrubbing alone on routine major surgery

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Scrubbing alone on emergency or complex surgery

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Circulating with assistance

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Performing housekeeping tasks

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Showing initiative

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Assuming responsibility

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior

### Maintaining satisfactory interpersonal relations

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  
Inadequate Average Superior



## Pre-Operative Functions

|   | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| 1. Scrub hands  | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Glove and gown                                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Assist with gloving and gowning                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Obtain equipment                                   | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Connect electrical-surgical units, drills, suction | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Adjust electrical-surgical units, lights           | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Assemble drills                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Inspect equipment                                  | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. Test equipment                                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 10. Lubricate equipment                               | 1 | 2 | 3 | 4 | 5 | 6 |
| 11. Request equipment                                 | 1 | 2 | 3 | 4 | 5 | 6 |
| 12. Obtain sterilized linen packs                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 13. Drape tables, stands                              | 1 | 2 | 3 | 4 | 5 | 6 |
| 14. Arrange linens on linen table                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 15. Obtain sterilized instrument packs                | 1 | 2 | 3 | 4 | 5 | 6 |
| 16. Arrange instruments                               | 1 | 2 | 3 | 4 | 5 | 6 |
| 17. Check instruments                                 | 1 | 2 | 3 | 4 | 5 | 6 |
| 18. Count instruments                                 | 1 | 2 | 3 | 4 | 5 | 6 |
| 19. Request additional instruments                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 20. Obtain sterile sponge packs                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 21. Count sponges                                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 22. Arrange sponges                                   | 1 | 2 | 3 | 4 | 5 | 6 |
| 23. Prepare sponges                                   | 1 | 2 | 3 | 4 | 5 | 6 |
| 24. Obtain sterilized suture packs                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 25. Count sutures                                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 26. Prepare sutures                                   | 1 | 2 | 3 | 4 | 5 | 6 |

|  |   |   |   |   |   |   |  |
|--|---|---|---|---|---|---|--|
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 27. Arrange sutures  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 28. Obtain sterilized basin packs                              | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 29. Position basins  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 30. Obtain prep solutions, water                               | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 31. Pour water, prep solutions                                 | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 32. Request special solutions                                  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 33. Prepare solutions  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 34. Soak optic devices in disinfectant for operative procedure | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 35. Ask questions for clarification                            | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 36. Orient assistant/orderly personnel                         | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 37. Receive instructions                                       | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 38. Relay messages   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 39. Place X-rays on view box                                   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 40. Shave operative area of patient                            | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 41. Talk reassuringly to patient                               | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 42. Assist with positioning patient                            | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 43. Restrain patient   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 44. Tell patient of procedural intent                          | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 45. Assist with sterile prep                                   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 46. Assist with draping patient                                | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 47. Obtain O-R forms   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 48. Stamp patient's name on O-R forms                          | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 49. Write operative information on O-R forms                   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 50. Fill hypodermic syringe                                    | 1 | 2 | 3 | 4 | 5 | 6 |  |
| OTHER PRE-OPERATIVE FUNCTIONS                                  |   |   |   |   |   |   |  |
|  |   |   |   |   |   |   |  |
|  |   |   |   |   |   |   |  |

operative Functions

|   | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| 1. Hand instruments                                   | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Hold retractors                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Prepare sutures                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Cut sutures as directed by surgeon                 | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Hold organs or tissue as directed                  | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Apply hand pressure as directed                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Anticipate surgeon's need                          | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Adjust electrical-surgical equipment               | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. Focus lights                                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 0. Request additional supplies                        | 1 | 2 | 3 | 4 | 5 | 6 |
| 1. Provide emergency equipment                        | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Aspirate incision                                  | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Check drainage of urinary catheter                 | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Sponge incision                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Receive organs/tissue specimens                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Identify specimens                                 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Label specimens                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Receive additional linens                          | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. Change soiled linens                               | 1 | 2 | 3 | 4 | 5 | 6 |
| 0. Chart operative information on O-R form            | 1 | 2 | 3 | 4 | 5 | 6 |
| 1. Rinse instruments                                  | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Sort and separate instruments not to be used again | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Wipe instruments                                   | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Moisten sponges                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Rearrange instruments                              | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Hold I. V. bottles for anesthetist                 | 1 | 2 | 3 | 4 | 5 | 6 |
|   |   |   |   |   |   |   |



|  | 1 | 2 | 3 | 4 | 5 | 6 |
|--|---|---|---|---|---|---|
| 77. Obtain needed supplies for anesthetist                         | 1 | 2 | 3 | 4 | 5 | 6 |
| 78. Help anesthetist hold patient in position                      | 1 | 2 | 3 | 4 | 5 | 6 |
| 79. Hand tape to anesthetist                                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 80. Obtain blood for anesthetist                                   | 1 | 2 | 3 | 4 | 5 | 6 |
| 81. Cut sterile surgical adhesive strips                           | 1 | 2 | 3 | 4 | 5 | 6 |
| 82. Prepare packing  | 1 | 2 | 3 | 4 | 5 | 6 |
| 83. Assist with sponge count                                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 84. Unfold soiled, counted sponges                                 | 1 | 2 | 3 | 4 | 5 | 6 |
| 85. Thread needle  | 1 | 2 | 3 | 4 | 5 | 6 |
| 86. Prepare dressing   | 1 | 2 | 3 | 4 | 5 | 6 |
| 87. Assist with applying dressing                                  | 1 | 2 | 3 | 4 | 5 | 6 |
| 88. Cut adhesive strips  | 1 | 2 | 3 | 4 | 5 | 6 |
| 89. Assist with taping dressing                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 90. Assist surgeon in removing gloves & gown                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 91. Request recovery bed   |   |   |   |   |   |   |
| OTHER OPERATIVE FUNCTIONS  |   |   |   |   |   |   |
|  |   |   |   |   |   |   |
|  |   |   |   |   |   |   |
| <u>Post-Operative Functions</u>                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 92. Remove drape from patient                                      | 1 | 2 | 3 | 4 | 5 | 6 |
| 93. Remove knee restrainers from patient                           | 1 | 2 | 3 | 4 | 5 | 6 |
| 94. Assist in moving patient to recovery bed                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 95. Transfer patient from operating room to recovery room          | 1 | 2 | 3 | 4 | 5 | 6 |
| 96. Check position of drainage tube, urinary catheter              | 1 | 2 | 3 | 4 | 5 | 6 |
| 97. Connect new drainage tube & collection bag to urinary catheter |   |   |   |   |   |   |

|  |   |   |   |   |   |   |  |
|--|---|---|---|---|---|---|--|
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 98. Clean instruments                                      | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 99. Prepare germicide solution                             | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 100. Soak contaminated instruments                         | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 101. Prepare instrument packs                              | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 102. Sterilize instrument packs                            | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 103. Dispose of used and soiled linens                     | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 104. Replenish linen packs                                 | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 105. Disassemble drills, suction apparatus                 | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 106. Disconnect electrical-surgical unit                   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 107. Wipe equipment  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 108. Remove equipment from O-R                             | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 109. Wipe off stands and tables                            | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 110. Clean O-R   | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 111. Empty/clean containers (basin, bucket, aspirator jar) | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 112. Mop floors  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 113. Use housekeeping cleaning machines                    | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 114. Check sponge count                                    | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 115. Complete O-R forms                                    | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 116. Sign O-R forms  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 117. Prepare charge slips                                  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 118. Prepare specimen reports                              | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 119. Hand carry forms to pick-up stations                  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 120. Position awake patients in lithotomy in cysto room    | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 121. Clean special instruments in cysto room               | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 122. Obtain plaster in cast room                           | 1 | 2 | 3 | 4 | 5 | 6 |  |
| 123. Prepare plaster                                       | 1 | 2 | 3 | 4 | 5 | 6 |  |



## SURGICAL TECHNICIAN

### IMPORTANCE OF TASKS

Please check the tasks performed on the job and judge the importance of each task. By important we mean critical or crucial. We are interested in those functions that are performed by surgical technicians in your hospital. Place a dash in the appropriate place in the answer column for those functions not performed by a surgical technician.

An example of how the answers might look is presented below.

|                       | Not a function | Extremely Important | Very Important | Moderately Important | Slightly Important | Not Important |
|-----------------------|----------------|---------------------|----------------|----------------------|--------------------|---------------|
| 1. Pass instruments   | 1              | 2                   | 3 ✓            | 4                    | 5                  | 6             |
| 2. Transport patients | 1              | 2                   | 3              | 4 ✓                  | 5                  | 6             |
| 3. Operate bone drill | 1 —            | 2                   | 3              | 4                    | 5                  | 6             |

A check ( ✓ ) for Item 1 indicates that it is a function of a surgical technician and is considered very important. A dash ( — ) for Item 3 indicates that it is not a function of a surgical technician. It, therefore, should not be rated for importance.

Additional comments may be written in the margin or beside the item.

|   | Not a Function | Extremely Important | Very Important | Moderately Important | Slightly Important | Not Important |
|---|----------------|---------------------|----------------|----------------------|--------------------|---------------|
| 25. Assist in applying cast                 | 1              | 2                   | 3              | 4                    | 5                  | 6             |
| 26. Hold Patient's extremities in cast room | 1              | 2                   | 3              | 4                    | 5                  | 6             |
| 27. Lift patients                           | 1              | 2                   | 3              | 4                    | 5                  | 6             |
| Assist in removing cast                     | 1              | 2                   | 3              | 4                    | 5                  | 6             |

|   | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| 125. Assist in applying cast                      | 1 | 2 | 3 | 4 | 5 | 6 |
| 126. Hold Patient's extremities in cast room      | 1 | 2 | 3 | 4 | 5 | 6 |
| 127. Lift patients                                | 1 | 2 | 3 | 4 | 5 | 6 |
| 128. Assist in removing cast                      | 1 | 2 | 3 | 4 | 5 | 6 |
| 129. Verify correct patient                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 130. Report defective equipment to superiors      | 1 | 2 | 3 | 4 | 5 | 6 |
| 131. Report defective supplies to superiors       | 1 | 2 | 3 | 4 | 5 | 6 |
| 132. Report shortages                             | 1 | 2 | 3 | 4 | 5 | 6 |
| 133. Report unusual happenings                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 134. Assist with inventory                        | 1 | 2 | 3 | 4 | 5 | 6 |
| 135. Assist in checking incoming supplies         | 1 | 2 | 3 | 4 | 5 | 6 |
| 136. Read literature on operating room procedures |   |   |   |   |   |   |
| OTHER POST-OPERATIVE FUNCTIONS                    |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

Check one answer for the following questions.

A. Do surgical technicians in your hospital "scrub"?

1. frequently ( )
2. occasionally ( )
3. rarely ( )

B. Do surgical technicians in your hospital "circulate"?

1. frequently ( )
2. occasionally ( )
3. rarely ( )

## APPENDIX C

### ITEM FREQUENCIES FOR LICENSED PRACTICAL NURSE AND NURSE AIDE CHECK LISTS

| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 1. Perform unit admitting procedures                                     | LPN  | 64.0                   | 16.5              | 12.9                    | .7                    | .7               | 5.                              | 2.9  | 10.6         | 86.56      |
|  | NA   | 43.6                   | 22.7              | 6.1                     | 1.8                   | 3.1              | 22.7                            | 12.4   | 31.4         | 56.2       |
| 2. Assist with unit admitting procedures                                 | LPN  | 52.3                   | 23.1              | 14.6                    | 3.8                   | .8               | 5.4                             | 2.4  | 22.5         | 75.1       |
|  | NA   | 33.9                   | 26.7              | 11.5                    | 4.8                   | 1.2              | 21.8                            | 3.9  | 96.1         | 62.0       |
| 3. Perform unit discharge procedures                                     | LPN  | 49.3                   | 18.4              | 19.1                    | 3.7                   | 2.9              | 6.6                             | 7.1  | 22.5         | 70.4       |
|  | NA   | 36.6                   | 29.3              | 7.9                     | 3.0                   | 4.3              | 18.9                            | 18.3   | 29.7         | 52.0       |
| 4. Assist with unit discharge procedures                                 | LPN  | 38.5                   | 21.5              | 23.8                    | 6.9                   | 4.6              | 4.6                             | 6.0  | 32.5         | 61.4       |
|  | NA   | 33.1                   | 29.4              | 10.4                    | 3.7                   | 1.8              | 21.5                            | 10.7   | 30.3         | 59.0       |
| 5. Attend unit report  | LPN  | 81.6                   | 12.1              | 4.3                     | .7                    | -                | 1.4                             | .6   | 3.5          | 95.9       |
|  | NA   | 37.0                   | 15.4              | 9.3                     | 5.6                   | -                | 32.7                            | 8.8  | 7.2          | 84.0       |
| 6. Take notes on unit report   | LPN  | 65.0                   | 17.9              | 5.0                     | 5.0                   | 4.3              | 2.9                             | 4.2  | 14.3         | 81.5       |
|  | NA   | 25.9                   | 10.1              | 12.0                    | 5.1                   | 5.1              | 41.8                            | 20.9   | 18.1         | 61.0       |
| 7. Complete newborn nursery admission procedure -footprints weight, bath | LPN  | 42.6                   | 17.2              | 4.9                     | 1.6                   | .8               | 32.8                            | 56.6   | 28.7         | 14.7       |
|  | NA   | 3.3                    | 1.3               | 2.6                     | -                     | -                | 92.7                            | 96.4   | 1.2          | 2.4        |
| 8. Assist with newborn nursery admission procedure                       | LPN  | 37.9                   | 23.1              | 15.3                    | 2.4                   | .8               | 20.2                            | 55.9   | 29.4         | 14.7       |
|  | NA   | 24.2                   | 14.8              | 7.4                     | .7                    | -                | 53.0                            | 93.0   | 3.5          | 3.5        |
| 9. Show babies   | LPN  | 9.8                    | 11.4              | 24.4                    | 25.2                  | 12.2             | 17.1                            | 54.5   | 26.6         | 18.9       |
|  | NA   | 25.9                   | 9.1               | 12.6                    | 5.6                   | 3.5              | 43.4                            | 88.9   | 5.3          | 5.8        |

| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 10. Set up for bedside<br>religious rites        | LPN  | 20.9                   | 23.9              | 30.6                    | 9.0                   | 11.2             | 4.5                             | 29.0   | 56.2         | 14.8       |
|  | NA   | 33.6                   | 15.4              | 18.1                    | 9.4                   | 6.0              | 17.4                            | 46.7   | 36.3         | 17.0       |
| 11. Deliver messages                             | LPN  | 27.0                   | 15.3              | 16.1                    | 8.0                   | 14.6             | 19.0                            | 5.9  | 41.2         | 52.9       |
|  | NA   | 43.6                   | 23.0              | 12.7                    | 4.2                   | 5.5              | 10.9                            | 1.6  | 32.8         | 65.6       |
| 12. Read to patient                              | LPN  | 2.2                    | 5.2               | 27.6                    | 26.1                  | 22.4             | 16.4                            | 25.0   | 62.2         | 12.8       |
|  | NA   | 16.3                   | 6.6               | 30.7                    | 10.8                  | 11.4             | 24.1                            | 32.0   | 52.2         | 15.7       |
| 13. Refer patient to<br>social service<br>agency | LPN  | 8.1                    | 13.2              | 13.2                    | 4.4                   | 1.5              | 59.6                            | 68.5   | 26.1         | 5.5        |
|  | NA   | 2.6                    | 1.3               | 3.2                     | .6                    | 1.9              | 90.4                            | 88.3   | 9.5          | 2.2        |
| 14. Make charge slips                            | LPN  | 15.3                   | 10.9              | 16.1                    | 11.7                  | 6.6              | 39.4                            | 27.2   | 29.0         | 43.8       |
|  | NA   | 19.7                   | 11.5              | 7.6                     | 3.8                   | .6               | 56.7                            | 51.1   | 25.0         | 23.9       |
| 15. Make credit slips                            | LPN  | 12.3                   | 8.0               | 15.2                    | 13.8                  | 7.2              | 43.5                            | 46.1   | 26.9         | 26.9       |
|  | NA   | 6.4                    | 3.8               | 4.5                     | 2.6                   | 1.9              | 80.8                            | 68.1   | 19.8         | 12.1       |
| 16. Sort credit slips                            | LPN  | 3.1                    | 4.6               | 5.4                     | 9.2                   | 10.8             | 66.9                            | 77.9   | 13.5         | 8.6        |
|  | NA   | 5.8                    | 2.6               | 10.9                    | 5.1                   | 5.8              | 69.9                            | 75.8   | 15.7         | 8.4        |
| 17. Sort charge slips                            | LPN  | 3.9                    | 3.9               | 6.3                     | 8.6                   | 10.9             | 66.4                            | 68.3   | 18.9         | 12.8       |
|  | NA   | 15.6                   | 1.1               | 1.3                     | 7.1                   | 5.8              | 47.4                            | 69.9   | 18.2         | 11.9       |
| 18. Answer patient<br>call                       | LPN  | 76.4                   | 16.4              | 2.9                     | .7                    | 1.4              | 2.1                             | .6   | 5.2          | 94.        |
|  | NA   | 69.1                   | 24.2              | 2.4                     | 1.8                   | .6               | 1.8                             | 1.1  | 6.8          | 92.1       |



| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 19. Instruct patient in<br>simple hygiene pro-<br>cedures | LPN  | 60.3                   | 21.3              | 14.9                    | .7                    | .7               | 2.1                             | 2.4  | 14.8         | 82.8       |
|   | NA   | 37.9                   | 31.1              | 7.5                     | 7.5                   | 1.2              | 14.9                            | 12.8   | 34.8         | 52.4       |
| 20. Assist in teaching<br>patient simple<br>hygiene       | LPN  | 51.9                   | 23.3              | 14.3                    | 2.3                   | 3.0              | 5.3                             | 4.8  | 18.6         | 76.6       |
|   | NA   | 37.7                   | 36.4              | 9.1                     | 5.2                   | 3.2              | 8.4                             | 17.2   | 38.9         | 43.9       |
| 21. Teach patient to in-<br>ject his own insulin          | LPN  | 16.3                   | 2.3               | 1.6                     | .8                    | 1.6              | 77.5                            | 83.7   | 13.7         | 2.5        |
|   | NA   | 13.7                   | 7.2               | 2.0                     | --                    | --               | 77.1                            | 98.9   | .6           | .6         |
| 22. Deliver mail  | LPN  | 1.5                    | 2.2               | 6.0                     | 18.7                  | 32.8             | 38.8                            | 11.7   | 60.2         | 28.1       |
|   | NA   | 19.2                   | 15.0              | 19.2                    | 13.2                  | 1.5              | 18.6                            | 10.2   | 38.5         | 51.3       |
| 23. Deliver flowers                                       | LPN  | 1.5                    | 1.5               | 6.8                     | 21.8                  | 36.1             | 32.3                            | 11.6   | 58.7         | 29.7       |
|   | NA   | 23.4                   | 13.8              | 21.6                    | 13.8                  | 14.4             | 13.2                            | 15.2   | 37.0         | 47.8       |
| 24. Make routine secur-<br>ity check                      | LPN  | 32.6                   | 14.4              | 15.2                    | 3.8                   | 3.0              | 31.1                            | 32.9   | 14.4         | 52.7       |
|   | NA   | 15.8                   | 7.2               | 3.9                     | 5.9                   | 4.6              | 62.5                            | 35.1   | 19.0         | 46.0       |
| 25. Process patient's<br>valuables                        | LPN  | 40.9                   | 21.9              | 18.2                    | 5.1                   | 4.4              | 95.0                            | 13.6   | 43.8         | 42.6       |
|   | NA   | 35.5                   | 19.3              | 8.4                     | 2.4                   | 1.8              | 32.5                            | 25.3   | 34.5         | 30.2       |
| 26. Explain patient con-<br>dition to family              | LPN  | 6.1                    | 4.6               | 6.9                     | 1.5                   | .8               | 80.2                            | 40.0   | 41.8         | 18.2       |
|   | NA   | 10.3                   | 4.5               | 2.6                     | .6                    | --               | 82.1                            | 84.1   | 12.1         | 3.8        |
| 27. Obtain patient<br>signatures                          | LPN  | 18.5                   | 14.1              | 11.9                    | 3.7                   | .7               | 51.1                            | 24.9   | 36.7         | 38.5       |
|   | NA   | 22.8                   | 4.4               | 2.5                     | 1.9                   | 1.3              | 67.1                            | 49.7   | 26.5         | 23.8       |

| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 28.Run personal errands<br>for patients      | LPN  | .8                     | 1.5               | 14.5                    | 12.2                  | 25.2             | 45.8                            | 13.1   | 74.4         | 12.5       |
|  | NA   | 11.5                   | 6.7               | 16.4                    | 20.6                  | 12.7             | 32.1                            | 8.6  | 53.0         | 38.4       |
| 29.Prepare requisitions<br>for unit supplies | LPN  | 8.1                    | 14.0              | 8.1                     | 8.8                   | 8.8              | 52.2                            | 32.7   | 37.5         | 29.8       |
|  | NA   | 1.27                   | 11.4              | 8.9                     | 3.2                   | 1.3              | 62.7                            | 37.0   | 35.4         | 27.6       |
| 30.Fill out x-ray re-<br>quisitions          | LPN  | 6.7                    | 4.5               | 8.2                     | 3.0                   | 5.2              | 72.4                            | 40.8   | 40.8         | 18.3       |
|  | NA   | 7.6                    | 4.4               | 3.2                     | --                    | 1.3              | 83.5                            | 81.0   | 12.8         | 6.1        |
| 31.Fill out lab re-<br>quisitions            | LPN  | 11.1                   | 6.7               | 6.7                     | 3.0                   | 7.4              | 65.2                            | 26.0   | 47.9         | 26.0       |
|  | NA   | 2.5                    | --                | 3.8                     | 1.3                   | 1.3              | 91.1                            | 69.3   | 23.3         | 7.4        |
| 32.Assist in enforcing<br>visiting hours     | LPN  | 16.9                   | 18.4              | 36.0                    | 16.2                  | 4.4              | 8.1                             | 10.0   | 44.1         | 45.9       |
|  | NA   | 12.7                   | 19.9              | 18.1                    | 9.6                   | 6.0              | 33.7                            | 25.7   | 46.4         | 27.9       |
| 33.Count unit supplies                       | LPN  | 5.8                    | 11.7              | 18.2                    | 7.3                   | 13.1             | 43.8                            | 41.2   | 41.8         | 17.1       |
|  | NA   | 13.3                   | 14.5              | 25.5                    | 6.7                   | 2.4              | 37.6                            | 23.7   | 41.6         | 34.7       |
| 34.Record count                              | LPN  | 9.2                    | 9.9               | 13.7                    | 3.8                   | 9.2              | 54.2                            | 54.3   | 33.5         | 12.2       |
|  | NA   | 8.6                    | 9.3               | 9.3                     | 4.6                   | 4.0              | 64.2                            | 70.9   | 14.3         | 14.9       |
| 35.Make narcotic count                       | LPN  | 19.5                   | 5.5               | .8                      | --                    | .8               | 73.4                            | 66.3   | 16.9         | 16.9       |
|  | NA   | 7.1                    | 6.5               | 5.8                     | 1.9                   | --               | 78.7                            | 98.9   | 0            | 1.1        |
| 36.Assist in narcotic<br>count               | LPN  | 25.4                   | 7.7               | 6.2                     | 4.6                   | .8               | 55.4                            | 47.3   | 33.1         | 19.5       |
|  | NA   | 1.3                    | 3.3               | 1.3                     | 1.3                   | .7               | 92.1                            | 95.6   | 2.2          | 2.2        |

| TASK                               | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|------------------------------------|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|                                    | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|                                    |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 37.Maintain unit supply level      | LPN  | 9.6                    | 12.6              | 12.6                    | 6.7                   | 5.2              | 53.3                            | 35.6   | 41.7         | 22.7       |
|                                    | NA   | 11.4                   | 16.3              | 15.7                    | 3.0                   | 4.8              | 48.8                            | 37.0   | 32.0         | 30.9       |
| 38.Deliver supplies                | LPN  | 2.2                    | 5.9               | 12.6                    | 9.6                   | 6.7              | 63.0                            | 50.3   | 39.5         | 10.2       |
|                                    | NA   | 11.4                   | 15.6              | 16.2                    | 4.8                   | 9.6              | 42.5                            | 38.0   | 31.0         | 31.0       |
| 39.Dust floor in patient's room    | LPN  | 1.5                    | --                | --                      | 3.0                   | .8               | 94.7                            | 82.5   | 16.9         | .6         |
|                                    | NA   | --                     | 1.9               | --                      | 1.9                   | 1.9              | 94.2                            | 83.3   | 15.6         | 1.1        |
| 40.Clean discharged patient's unit | LPN  | 7.5                    | 2.3               | 3.0                     | 7.5                   | 5.3              | 74.4                            | 48.8   | 40.2         | 11.0       |
|                                    | NA   | 9.7                    | 11.0              | 3.2                     | 1.9                   | 3.9              | 70.1                            | 37.8   | 29.2         | 33.0       |
| 41.Make unoccupied bed             | LPN  | 47.5                   | 15.6              | 14.9                    | 11.3                  | 2.8              | 7.8                             | 6.5  | 17.8         | 75.7       |
|                                    | NA   | 36.2                   | 14.1              | 19.0                    | 1.2                   | 2.5              | 27.0                            | 6.4  | 21.8         | 71.8       |
| 42.Make occupied bed               | LPN  | 58.6                   | 18.6              | 12.1                    | 7.1                   | 1.4              | 2.1                             | .6   | 7.0          | 92.4       |
|                                    | NA   | 45.7                   | 17.1              | 13.4                    | .6                    | 1.2              | 22.0                            | 2.7  | 7.6          | 89.7       |
| 43.Make post-operative bed         | LPN  | 54.3                   | 18.6              | 13.6                    | 7.1                   | 2.1              | 4.3                             | 7.1  | 20.6         | 72.4       |
|                                    | NA   | 44.7                   | 19.3              | 18.6                    | 1.2                   | 1.9              | 14.3                            | 8.1  | 25.8         | 66.1       |
| 44.Disinfect bathrooms             | LPN  | 3.0                    | 3.0               | 5.3                     | 2.3                   | 2.3              | 84.2                            | 69.0   | 27.4         | 3.6        |
|                                    | NA   | 11.0                   | 8.4               | 5.2                     | 2.6                   | --               | 72.9                            | 64.8   | 27.4         | 7.8        |
| 45.Wash glasses and pitchers       | LPN  | 6.5                    | 5.8               | 5.8                     | 14.5                  | 12.3             | 55.1                            | 27.5   | 54.5         | 18.0       |
|                                    | NA   | 24.7                   | 15.1              | 15.1                    | 7.8                   | 6.0              | 31.3                            | 10.0   | 22.1         | 67.9       |

| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 46.Clean utility area                               | LPN  | 7.5                    | 7.5               | 14.9                    | 20.9                  | 11.2             | 38.1                            | 11.0   | 57.2         | 31.8       |
|   | NA   | 27.2                   | 22.2              | 18.5                    | 4.3                   | 8.0              | 19.8                            | 4.3  | 8.5          | 87.2       |
| 47.Clean oxygen equip-<br>ment                      | LPN  | 12.3                   | 8.0               | 18.1                    | 5.8                   | 5.1              | 50.7                            | 42.1   | 49.4         | 8.5        |
|   | NA   | 28.2                   | 12.8              | 7.1                     | 1.9                   | .6               | 49.4                            | 64.1   | 23.4         | 12.5       |
| 48.Clean aspiration<br>equipment                    | LPN  | 23.2                   | 8.7               | 22.5                    | 6.5                   | 4.3              | 34.8                            | 27.2   | 58.6         | 14.2       |
|   | NA   | 20.0                   | 15.0              | 8.7                     | 3.1                   | 5.0              | 48.1                            | 53.6   | 29.6         | 16.8       |
| 49.Sterilize instru-<br>ments                       | LPN  | 22.1                   | 5.1               | 8.1                     | 2.2                   | .7               | 61.8                            | 62.2   | 26.8         | 11.0       |
|   | NA   | 19.1                   | 9.9               | 3.3                     | 1.3                   | 2.0              | 64.5                            | 65.9   | 16.8         | 17.3       |
| 50.Separate laundry                                 | LPN  | 2.9                    | 2.2               | 5.1                     | 7.4                   | 11.8             | 70.6                            | 60.7   | 24.4         | 14.9       |
|   | NA   | 11.3                   | 15.1              | 12.6                    | 6.3                   | 8.2              | 46.5                            | 39.5   | 17.3         | 43.2       |
| 51.Fold laundry                                     | LPN  | 1.5                    | --                | 2.2                     | 3.7                   | 12.6             | 80.0                            | 69.9   | 19.9         | 10.2       |
|   | NA   | 23.7                   | 13.7              | 10.0                    | 5.0                   | 8.1              | 39.4                            | 60.3   | 21.7         | 17.9       |
| 52.Stock laundry                                    | LPN  | 1.5                    | 1.5               | 2.2                     | 7.4                   | 11.0             | 76.5                            | 64.3   | 23.2         | 12.5       |
|   | NA   | 20.6                   | 18.8              | 14.4                    | 5.0                   | 6.9              | 34.4                            | 52.4   | 22.5         | 25.1       |
| 53.Collect and return<br>items to laundry           | LPN  | 5.2                    | 2.2               | 8.9                     | 3.7                   | 14.8             | 65.2                            | 67.7   | 19.6         | 13.7       |
|   | NA   | 13.3                   | 8.2               | 10.1                    | 3.8                   | 8.2              | 56.3                            | 50.3   | 25.4         | 24.3       |
| 54.Check food trays<br>against patient diet<br>list | LPN  | 45.3                   | 20.1              | 13.7                    | 5.0                   | 1.4              | 14.4                            | 9.5  | 22.6         | 67.9       |
|   | NA   | 18.8                   | 12.7              | 10.9                    | 1.2                   | 1.8              | 54.5                            | 16.2   | 35.7         | 48.1       |



| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 55.Help patients plan<br>for special diets          | LPN  | 21.6                   | 9.7               | 14.9                    | 6.7                   | .7               | 46.3                            | 39.0   | 48.8         | 12.2       |
|   | NA   | 5.6                    | 3.1               | 3.1                     | 4.3                   | -                | 84.0                            | 78.9   | 16.9         | 5.0        |
| 56.Collect and return<br>items to central<br>supply | LPN  | 11.9                   | 8.9               | 12.6                    | 15.6                  | 22.2             | 28.9                            | 15.0   | 48.5         | 36.5       |
|   | NA   | 21.7                   | 18.7              | 14.5                    | 5.4                   | 8.4              | 31.3                            | 6.4  | 29.3         | 64.4       |
| 57.Make diet substi-<br>tutions                     | LPN  | 11.5                   | 8.6               | 5.8                     | 2.9                   | .7               | 70.5                            | 51.9   | 38.9         | 9.3        |
|   | NA   | 1.9                    | .6                | 1.3                     | -                     | -                | 96.2                            | 81.8   | 12.7         | 5.5        |
| 58.Change diet from<br>liquid to soft               | LPN  | 9.5                    | 8.0               | 3.6                     | 2.2                   | .7               | 75.9                            | 53.0   | 31.9         | 15.1       |
|   | NA   | 1.3                    | 1.9               | 1.9                     | -                     | -                | 94.9                            | 80.6   | 13.3         | 6.1        |
| 59.Prepare meals                                    | LPN  | 1.5                    | .7                | .7                      | 2.9                   | 7.4              | 86.8                            | 83.9   | 12.4         | 3.7        |
|   | NA   | .7                     | -                 | .7                      | -                     | .7               | 98.0                            | 89.5   | 8.3          | 2.2        |
| 60.Prepare snacks                                   | LPN  | 5.8                    | 3.6               | 10.1                    | 19.6                  | 13.0             | 61.1                            | 33.9   | 53.9         | 12.1       |
|   | NA   | 11.4                   | 15.2              | 12.0                    | 12.0                  | 5.1              | 44.3                            | 42.6   | 42.6         | 14.8       |
| 61.Make infant formula                              | LPN  | 19.0                   | 6.3               | 4.8                     | 4.8                   | 4.0              | 77.9                            | 73.7   | 19.1         | 7.2        |
|   | NA   | 5.5                    | 2.8               | 2.1                     | -                     | -                | 89.7                            | 95.5   | 1.1          | 3.4        |
| 62.Put food on trays                                | LPN  | 3.8                    | 3.1               | 3.1                     | 3.1                   | 9.2              | 77.9                            | 58.6   | 24.8         | 16.6       |
|   | NA   | 12.3                   | 9.1               | 10.4                    | 2.6                   | 1.3              | 64.3                            | 71.8   | 21.3         | 6.9        |
| 63.Position patient<br>for meals                    | LPN  | 48.9                   | 24.5              | 12.9                    | 7.9                   | 1.4              | 4.3                             | 4.1  | 11.8         | 84.1       |
|   | NA   | 36.0                   | 23.8              | 6.7                     | 1.8                   | 1.2              | 30.5                            | 8.6  | 11.3         | 80.1       |



| TASK                              | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|-----------------------------------|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|                                   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|                                   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 64.Fill infant bottles            | LPN  | 21.6                   | 10.4              | 8.8                     | 7.2                   | 1.6              | 50.4                            | 64.7   | 21.6         | 13.7       |
|                                   | NA   | 8.3                    | 4.2               | 4.9                     | .7                    | --               | 81.9                            | 89.9   | 3.9          | 6.1        |
| 65.Assist patient in<br>eating    | LPN  | 49.6                   | 24.1              | 18.4                    | 4.3                   | .7               | 2.8                             | 2.9  | 20.6         | 76.5       |
|                                   | NA   | 49.7                   | 25.4              | 9.5                     | --                    | 1.8              | 13.6                            | 7.6  | 20.1         | 72.3       |
| 66.Serve regular<br>meals         | LPN  | 17.3                   | 12.9              | 12.2                    | 8.6                   | 7.2              | 41.7                            | 27.7   | 21.1         | 51.2       |
|                                   | NA   | 21.4                   | 11.9              | 5.7                     | 1.9                   | 3.1              | 56.0                            | 55.1   | 14.0         | 30.9       |
| 67.Serve snacks                   | LPN  | 11.9                   | 10.4              | 12.6                    | 21.5                  | 12.6             | 31.1                            | 16.6   | 50.9         | 32.5       |
|                                   | NA   | 19.6                   | 20.8              | 19.0                    | 7.7                   | 3.6              | 29.2                            | 29.5   | 38.8         | 37.7       |
| 68.Feed babies                    | LPN  | 57.7                   | 16.9              | 10.0                    | .8                    | --               | 14.6                            | 49.2   | 33.8         | 22.1       |
|                                   | NA   | 22.0                   | 16.7              | 5.3                     | 2.0                   | --               | 54.0                            | 79.8   | 8.4          | 11.8       |
| 69.Provide water<br>service       | LPN  | 12.7                   | 12.7              | 14.9                    | 5.2                   | 10.4             | 49.0                            | 10.9   | 46.7         | 42.4       |
|                                   | NA   | 30.8                   | 27.8              | 14.8                    | 4.1                   | 4.1              | 18.3                            | 7.5  | 5.9          | 86.6       |
| 70.Ask patient about<br>condition | LPN  | 47.8                   | 36.8              | 5.1                     | 2.2                   | .7               | 7.4                             | 4.7  | 81.1         | 14.2       |
|                                   | NA   | 24.2                   | 21.7              | 13.4                    | 1.3                   | 3.8              | 35.7                            | 11.4   | 26.5         | 62.2       |
| 71.Report observa-<br>tions       | LPN  | 88.7                   | 9.9               | .7                      | --                    | .7               | 0.0                             | 0.0  | 1.1          | 98.9       |
|                                   | NA   | 67.4                   | 20.9              | 4.7                     | 1.2                   | 1.2              | 4.7                             | 4.8  | 13.9         | 81.3       |
| 72.Record observa-<br>tions       | LPN  | 90.7                   | 7.9               | .7                      | --                    | --               | 0.7                             | 0.6  | 2.9          | 96.6       |
|                                   | NA   | 16.1                   | 7.1               | 2.6                     | 1.9                   | 1.3              | 71.0                            | 72.0   | 9.3          | 18.7       |

| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 73. Report treatments<br>to registered<br>nurse | LPN  | 83.6                   | 12.9              | .7                      | .7                    | .7               | 1.4                             | 1.1  | 3.4          | 95.4       |
|   | NA   | 60.9                   | 10.6              | 1.9                     | 1.9                   | 1.2              | 23.6                            | 23.0   | 21.9         | 55.1       |
| 74. Record treat-<br>ments                      | LPN  | 83.7                   | 11.3              | 2.1                     | --                    | --               | 2.8                             | 0.6  | 1.7          | 97.7       |
|   | NA   | 18.2                   | 6.3               | 5.0                     | --                    | .6               | 69.8                            | 75.0   | 11.7         | 13.3       |
| 75. Record medica-<br>tions                     | LPN  | 51.4                   | 5.8               | --                      | --                    | --               | 42.8                            | 47.6   | 11.0         | 41.5       |
|   | NA   | 1.3                    | .6                | .6                      | --                    | --               | 97.4                            | 97.2   | 1.7          | 1.1        |
| 76. Put information<br>on patient's<br>chart    | LPN  | 80.7                   | 10.0              | 2.1                     | --                    | .7               | 6.4                             | 1.7  | 6.9          | 91.3       |
|   | NA   | 6.3                    | --                | 1.9                     | 1.9                   | 1.3              | 88.7                            | 64.2   | 19.9         | 15.9       |
| 77. Take the fetal<br>heart tone                | LPN  | 38.6                   | 5.5               | 6.3                     | 1.6                   | --               | 48.0                            | 62.7   | 27.5         | 9.8        |
|   | NA   | .7                     | .7                | .7                      | --                    | --               | 98.0                            | 93.8   | 3.4          | 2.8        |
| 78. Take temperature                            | LPN  | 78.4                   | 18.0              | 2.9                     | --                    | --               | .7                              | --   | 2.9          | 97.1       |
|   | NA   | 49.7                   | 18.6              | 3.0                     | .6                    | 1.2              | 26.9                            | 4.2  | 8.9          | 86.8       |
| 79. Take pulse                                  | LPN  | 78.6                   | 16.4              | 2.9                     | --                    | --               | 2.1                             | --   | 2.9          | 97.1       |
|   | NA   | 50.9                   | 18.0              | 2.4                     | .6                    | 1.2              | 26.9                            | 7.4  | 7.9          | 84.7       |
| 80. Take respiration                            | LPN  | 80.7                   | 16.4              | 2.1                     | --                    | --               | 0.7                             | --   | 1.1          | 98.9       |
|   | NA   | 50.6                   | 17.9              | 2.4                     | 1.2                   | 1.2              | 26.8                            | 8.5  | 6.9          | 84.7       |
| 81. Record TPR                                  | LPN  | 67.4                   | 16.7              | 7.2                     | 2.2                   | 2.2              | 4.3                             | --   | 8.1          | 91.9       |
|   | NA   | 38.7                   | 17.5              | 9.4                     | 1.9                   | .6               | 31.9                            | 21.9   | 24.0         | 54.1       |

| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 82. Take blood<br>pressure                      | LPN  | 82.7                   | 13.7              | 1.4                     | --                    | .7               | 1.4                             | 1.2  | 5.8          | 93.1       |
|   | NA   | 23.2                   | 8.4               | 11.6                    | 1.3                   | 1.3              | 54.2                            | 69.3   | 14.2         | 16.5       |
| 83. Record blood<br>pressure                    | LPN  | 76.3                   | 15.8              | 4.3                     | .7                    | 1.4              | 1.4                             | 1.2  | 5.2          | 93.6       |
|   | NA   | 10.3                   | 1.9               | 2.6                     | 1.3                   | .6               | 83.3                            | 68.6   | 13.7         | 17.7       |
| 84. Weigh patient                               | LPN  | 58.6                   | 22.9              | 14.3                    | 1.4                   | 1.4              | 1.4                             | 1.7  | 22.0         | 76.3       |
|   | NA   | 34.8                   | 28.7              | 7.3                     | 1.2                   | 1.2              | 26.8                            | 7.0  | 32.6         | 60.4       |
| 85. Obtain an apical<br>pulse                   | LPN  | 54.1                   | 21.8              | 3.0                     | 1.5                   | --               | 19.5                            | 7.0  | 59.1         | 33.9       |
|   | NA   | 12.0                   | 2.6               | 1.9                     | .6                    | .6               | 94.2                            | 62.9   | 22.8         | 14.4       |
| 86. Take vital signs<br>following<br>anesthesia | LPN  | 76.1                   | 12.7              | 2.2                     | .7                    | .7               | 7.5                             | 9.0  | 30.7         | 60.2       |
|   | NA   | 7.8                    | .6                | .6                      | .6                    | .6               | 89.6                            | 67.6   | 20.1         | 12.3       |
| 87. Collect sputum<br>specimen                  | LPN  | 43.0                   | 28.1              | 23.0                    | 3.0                   | .7               | 2.2                             | 3.6  | 46.7         | 49.7       |
|   | NA   | 32.7                   | 33.3              | 13.9                    | 3.6                   | 1.2              | 15.2                            | 9.7  | 39.2         | 51.1       |
| 88. Collect urine<br>specimen                   | LPN  | 41.7                   | 27.3              | 25.9                    | 3.6                   | .7               | 0.7                             | --   | 16.7         | 83.3       |
|   | NA   | 47.6                   | 33.9              | 10.1                    | 3.0                   | 1.2              | 4.2                             | 1.1  | 13.8         | 85.1       |
| 89. Collect stool<br>specimen                   | LPN  | 41.9                   | 27.2              | 22.8                    | 3.7                   | 2.2              | 2.2                             | 3.0  | 42.0         | 55.0       |
|   | NA   | 46.4                   | 34.3              | 9.6                     | 1.8                   | 1.2              | 6.6                             | 4.3  | 34.4         | 61.3       |
| 90. Deliver specimen                            | LPN  | 19.4                   | 9.7               | 11.2                    | 12.7                  | 14.2             | 32.8                            | 7.0  | 62.8         | 30.2       |
|   | NA   | 34.7                   | 21.0              | 8.4                     | 7.2                   | 6.6              | 22.2                            | 4.3  | 21.9         | 73.8       |

| TASK                                    | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 91. Perform clinitest                   | LPN  | 62.6                   | 26.6              | 7.9                     | -                     | 1.4              | 1.4                             | 2.9  | 20.9         | 76.2       |
|   | NA   | 54.8                   | 27.7              | 6.0                     | 1.8                   | 1.2              | 8.4                             | 9.1  | 16.7         | 74.2       |
| 92. Record results<br>of clinitest      | LPN  | 61.9                   | 23.7              | 10.1                    | -                     | 1.4              | 2.9                             | 1.7  | 15.0         | 83.2       |
|   | NA   | 26.3                   | 14.1              | 10.3                    | 3.8                   | 1.3              | 44.2                            | 42.1   | 13.7         | 44.3       |
| 93. Strain urine for<br>stones          | LPN  | 55.8                   | 19.6              | 13.0                    | -                     | 1.4              | 10.1                            | 7.1  | 15.7         | 6.7        |
|   | NA   | 46.2                   | 23.1              | 11.5                    | 1.3                   | 1.3              | 16.7                            | 30.1   | 36.0         | 33.9       |
| 94. Insert tube for<br>gastric specimen | LPN  | 6.1                    | -                 | -                       | .8                    | -                | 93.1                            | 94.5   | 4.3          | 1.2        |
|   | NA   | 15.8                   | 8.2               | .6                      | .6                    | -                | 74.7                            | 92.7   | 5.1          | 2.2        |
| 95. Measure intake<br>and output        | LPN  | 72.5                   | 18.8              | 3.6                     | 2.9                   | 1.4              | .7                              | 1.7  | 7.6          | 90.7       |
|   | NA   | 62.4                   | 17.0              | 1.8                     | 1.8                   | 1.2              | 15.8                            | 4.3  | 12.2         | 83.5       |
| 96. Record intake<br>and output         | LPN  | 67.4                   | 22.5              | 7.2                     | .7                    | 1.4              | .7                              | 1.4  | .7           | .6         |
|   | NA   | 41.1                   | 12.7              | 1.9                     | 1.3                   | 3.2              | 39.9                            | 26.1   | 13.3         | 60.6       |
| 97. Report unusual<br>incidents         | LPN  | 83.5                   | 15.1              | .7                      | -                     | .7               | -                               | 1.2  | 27.9         | 70.9       |
|   | NA   | 60.4                   | 13.0              | 3.0                     | 3.0                   | 1.8              | 18.9                            | 7.0  | 41.2         | 51.9       |
| 98. Write reports of<br>incidents       | LPN  | 53.3                   | 17.5              | 5.8                     | -                     | -                | 23.4                            | 24.0   | 46.2         | 29.8       |
|   | NA   | 11.4                   | 4.4               | 1.3                     | 2.5                   | -                | 80.4                            | 77.2   | 13.9         | 8.9        |
| 99. Record condition<br>of skin         | LPN  | 62.9                   | 24.3              | 8.6                     | 2.1                   | .7               | 1.4                             | 1.2  | 30.2         | 68.6       |
|   | NA   | 15.2                   | 14.5              | 3.0                     | .6                    | 1.8              | 64.8                            | 66.3   | 15.5         | 18.2       |



| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 100. Record appearance of body discharges                      | LPN  | 70.5                   | 20.9              | 4.3                     | 2.2                   | -                | 2.2                             | 1.8  | 19.3         | 78.9       |
|  | NA   | 26.5                   | 18.7              | 6.0                     | 1.2                   | .6               | 47.0                            | 65.2   | 14.6         | 20.2       |
| 101. Assist physician with rounds                              | LPN  | 16.5                   | 12.8              | 17.3                    | 13.5                  | 5.3              | 34.6                            | 11.7   | 56.7         | 31.6       |
|  | NA   | 5.8                    | 4.5               | 4.5                     | 2.6                   | -                | 82.7                            | 75.8   | 20.9         | 3.3        |
| 102. Take verbal order from doctor for medication or treatment | LPN  | 10.9                   | .8                | .8                      | -                     | .8               | 86.8                            | 78.4   | 12.6         | 9.0        |
|  | NA   | 1.3                    | 1.9               | 1.9                     | -                     | -                | 94.9                            | 95.1   | 3.8          | 1.1        |
| 103. Carry out doctor's verbal orders for medication/treatment | LPN  | 14.5                   | 2.3               | .8                      | -                     | .8               | 81.7                            | 68.9   | 17.4         | 13.8       |
|  | NA   | 1.3                    | 1.3               | .6                      | -                     | -                | 96.8                            | 87.1   | 11.2         | 1.7        |
| 104. Record doctor's orders                                    | LPN  | 20.0                   | 6.9               | -                       | -                     | .8               | 72.3                            | 72.9   | 14.7         | 12.4       |
|  | NA   | .6                     | 1.3               | .6                      | -                     | -                | 97.5                            | 96.6   | 2.2          | 1.1        |
| 105. Drape patient for examination                             | LPN  | 38.1                   | 25.9              | 26.6                    | 4.3                   | 1.4              | 3.6                             | 5.3  | 57.1         | 37.6       |
|  | NA   | 18.7                   | 13.3              | 6.6                     | 7.8                   | 4.2              | 49.4                            | 27.7   | 50.5         | 21.8       |
| 106. Change dressings  | LPN  | 53.3                   | 31.1              | 7.4                     | -                     | .7               | 7.4                             | 0.6  | 17.1         | 82.4       |
|  | NA   | 1.3                    | 3.3               | 3.3                     | 4.6                   | 2.6              | 85.0                            | 57.6   | 34.5         | 7.9        |
| 107. Apply external medicine                                   | LPN  | 40.6                   | 28.3              | 11.6                    | 1.4                   | -                | 18.1                            | 9.4  | 34.7         | 55.9       |
|  | NA   | 1.9                    | 3.2               | 2.6                     | -                     | .6               | 97.1                            | 60.7   | 28.7         | 10.7       |
| 108. Perform rectal examination of patient in labor            | LPN  | 4.0                    | 3.2               | -                       | -                     | -                | 92.8                            | 98.2   | 1.2          | .6         |
|  | NA   | .6                     | -                 | 3.9                     | 1.3                   | -                | 94.2                            | 100.   | -            | -          |



| TASK                                    | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  | Frequency of<br>Performance<br>as Rated by<br>Worker |       |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|--|-------|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  | (Reported in<br>Percentages)                         |       |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation                      | Never | Occasionally | Frequently |
| 109. Scrub for surgery                  | LPN  | 30.5                   | 8.6               | 1.6                     | 3.1                   | .8               | 55.5   | 95.0  | 4.4          | .6         |
|   | NA   | 5.3                    | .7                | 2.0                     | .7                    | --               | 91.4   | 97.7  | 1.7          | .6         |
| 110. Scrub for<br>obstetrics            | LPN  | 34.4                   | 8.0               | 1.6                     | 3.2                   | .8               | 52.0   | 90.7  | 6.2          | 3.1        |
|   | NA   | 4.0                    | --                | .7                      | --                    | --               | 95.4   | 98.9  | --           | 1.1        |
| 111. Circulate in<br>operating room     | LPN  | 26.6                   | 9.7               | 4.8                     | 1.6                   | --               | 57.3   | 96.3  | 1.9          | 1.9        |
|   | NA   | 5.3                    | --                | 1.3                     | --                    | --               | 93.4   | 97.2  | 2.3          | .6         |
| 112. Assist physician<br>in gowning     | LPN  | 22.7                   | 10.2              | 21.1                    | 5.5                   | 3.1              | 37.5   | 72.0  | 24.2         | 3.7        |
|   | NA   | 6.6                    | 4.0               | 2.6                     | 1.3                   | 1.3              | 84.1   | 87.2  | 10.6         | 2.2        |
| 113. Do pre-operative<br>shaving        | LPN  | 26.2                   | 18.5              | 14.6                    | 3.1                   | 6.9              | 30.8   | 43.0  | 47.9         | 9.1        |
|   | NA   | 12.1                   | 8.3               | 4.5                     | 4.5                   | 2.5              | 68.2   | 88.9  | 7.2          | 3.9        |
| 114. Assist with pre-<br>operative care | LPN  | 50.8                   | 26.5              | 9.8                     | 3.0                   | 3.0              | 6.8  | 7.2   | 38.6         | 54.2       |
|   | NA   | 23.2                   | 13.2              | 10.6                    | 3.3                   | 4.6              | 45.0   | 34.3  | 41.0         | 24.7       |
| 115. Hold and hand<br>instruments       | LPN  | 19.4                   | 10.5              | 11.3                    | 7.3                   | 1.6              | 50.0   | 59.3  | 29.6         | 11.1       |
|   | NA   | 2.7                    | 2.0               | .7                      | 1.3                   | --               | 93.3   | 78.2  | 17.3         | 4.5        |
| 116. Assemble instru-<br>ment packs     | LPN  | 16.5                   | 11.8              | 7.9                     | 1.6                   | 6.3              | 55.9   | 74.4  | 17.9         | 7.7        |
|   | NA   | 17.4                   | 4.7               | 8.7                     | 3.4                   | 2.0              | 63.8   | 82.3  | 11.6         | 6.1        |
| 117. Observe isolation<br>techniques    | LPN  | 76.1                   | 15.9              | 3.6                     | --                    | .7               | 3.6  | 5.5   | 54.6         | 39.9       |
|   | NA   | 43.8                   | 15.4              | 3.1                     | 1.9                   | 1.2              | 34.6   | 11.2  | 56.4         | 32.4       |

| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 118. Check drainage<br>tubes                    | LPN  | 72.1                   | 18.6              | 3.6                     | --                    | 1.4              | 4.3                             | 3.0  | 20.8         | 76.2       |
|   | NA   | 34.4                   | 6.5               | 7.1                     | 3.2                   | 1.9              | 46.8                            | 18.7   | 40.1         | 41.2       |
| 119. Check patients<br>for bleeding             | LPN  | 80.9                   | 12.1              | 2.1                     | --                    | 1.4              | 3.5                             | --   | 20.3         | 79.7       |
|   | NA   | 36.2                   | 8.1               | 3.7                     | 1.2                   | .6               | 50.0                            | 17.2   | 46.7         | 36.1       |
| 120. Assist patient in<br>postural drainage     | LPN  | 57.0                   | 25.9              | 10.4                    | --                    | .7               | 5.9                             | 23.2   | 59.1         | 17.7       |
|   | NA   | 13.7                   | 5.9               | 9.8                     | 3.3                   | 3.3              | 64.1                            | 70.4   | 18.5         | 11.1       |
| 121. Give enema                                 | LPN  | 54.3                   | 27.9              | 10.7                    | 2.9                   | 1.4              | 2.9                             | 2.9  | 15.7         | 81.4       |
|   | NA   | 38.3                   | 23.5              | 11.7                    | 1.9                   | 1.2              | 23.5                            | 14.4   | 29.4         | 56.1       |
| 122. Empty catheter<br>collection bag           | LPN  | 39.9                   | 23.2              | 23.2                    | 3.6                   | 5.1              | 5.1                             | 2.9  | 11.6         | 85.5       |
|   | NA   | 38.0                   | 29.4              | 12.3                    | 2.5                   | 3.1              | 14.7                            | 8.1  | 18.9         | 73.0       |
| 123. Insert rectal<br>suppositories             | LPN  | 33.8                   | 12.2              | 14.4                    | 1.4                   | --               | 38.1                            | 40.2   | 31.4         | 28.4       |
|   | NA   | 9.6                    | 7.0               | 2.5                     | 1.3                   | .6               | 79.0                            | 87.8   | 8.3          | 3.9        |
| 124. Insert vaginal<br>suppositories            | LPN  | 29.7                   | 13.0              | 8.0                     | 3.6                   | 1.4              | 44.2                            | 61.6   | 25.0         | 13.4       |
|   | NA   | 1.3                    | --                | .6                      | --                    | --               | 98.1                            | 100.   | --           | --         |
| 125. Administer<br>vaginal douche               | LPN  | 49.6                   | 19.4              | 20.1                    | --                    | .7               | 10.1                            | 24.6   | 61.1         | 14.4       |
|   | NA   | 15.6                   | 10.4              | 3.2                     | .6                    | --               | 70.1                            | 91.2   | 7.1          | 1.6        |
| 126. Give urinary<br>bladder instilla-<br>tions | LPN  | 44.1                   | 14.7              | 1.5                     | .7                    | --               | 39.0                            | 51.9   | 29.6         | 18.5       |
|   | NA   | 13.5                   | 7.7               | 3.2                     | --                    | --               | 75.5                            | 97.8   | 1.1          | 1.1        |

| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 127. Give urinary<br>bladder irriga-<br>tions | LPN  | 52.2                   | 17.4              | 9.4                     | --                    | --               | 21.0                            | 18.6   | 37.1         | 44.3       |
|   | NA   | 14.2                   | 10.3              | 3.2                     | .6                    | --               | 71.6                            | 93.2   | 5.1          | 1.7        |
| 128. Catheterize<br>patient                   | LPN  | 63.6                   | 20.0              | 6.4                     | --                    | .7               | 9.3                             | 14.8   | 40.8         | 44.4       |
|   | NA   | 12.3                   | 8.4               | 3.9                     | --                    | 1.3              | 74.0                            | 94.3   | 2.3          | 3.4        |
| 129. Insert indwell-<br>ing catheter          | LPN  | 56.1                   | 16.5              | 7.2                     | --                    | --               | 20.1                            | 26.5   | 39.8         | 33.7       |
|   | NA   | 1.8                    | -                 | .9                      | --                    | --               | 97.3                            | 96.6   | .6           | 2.8        |
| 130. Care for colos-<br>tomy                  | LPN  | 61.2                   | 25.2              | 5.0                     | 2.9                   | .7               | 5.0                             | 13.2   | 54.5         | 32.3       |
|   | NA   | 12.0                   | .9                | 1.9                     | 1.9                   | --               | 83.3                            | 73.3   | 23.3         | 3.4        |
| 131. Care for<br>tracheotomy                  | LPN  | 58.1                   | 12.5              | 2.9                     | --                    | --               | 26.5                            | 20.0   | 57.6         | 22.4       |
|   | NA   | 4.4                    | .9                | 1.8                     | --                    | --               | 92.9                            | 85.1   | 9.2          | 5.7        |
| 132. Give sitz bath                           | LPN  | 56.1                   | 20.9              | 13.7                    | 2.2                   | 3.6              | 3.6                             | 9.5  | 49.7         | 40.8       |
|   | NA   | 45.0                   | 19.2              | 12.5                    | 5.0                   | .8               | 17.5                            | 24.6   | 42.6         | 32.0       |
| 133. Remove nasal<br>pack                     | LPN  | 4.7                    | 3.1               | .8                      | .8                    | 1.6              | 89.1                            | 86.9   | 11.3         | 1.8        |
|   | NA   | 0.9                    | -                 | -                       | --                    | --               | 99.1                            | 99.4   | --           | .6         |
| 134. Remove fecal<br>impaction                | LPN  | 16.2                   | 12.5              | 15.4                    | --                    | 1.5              | 54.4                            | 43.4   | 45.2         | 11.4       |
|   | NA   | 3.2                    | 2.6               | 1.9                     | .6                    | 9.7              | 81.8                            | 90.5   | 8.9          | .6         |
| 135. Give perineal<br>care                    | LPN  | 52.6                   | 21.5              | 20.0                    | 2.2                   | .7               | 3.0                             | 13.8   | 50.9         | 35.3       |
|   | NA   | 20.8                   | 14.3              | 7.1                     | 3.9                   | 11.7             | 42.2                            | 45.9   | 38.1         | 16.0       |

| TASK                                    | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 136. Give postpartun<br>care            | LPN  | 48.9                   | 21.4              | 15.3                    | 3.8                   | --               | 10.7                            | 42.8   | 37.7         | 19.5       |
|   | NA   | 14.5                   | 5.9               | 2.6                     | 2.0                   | 7.9              | 67.1                            | 63.1   | 28.4         | 8.5        |
| 137. Give breast care<br>to new mother  | LPN  | 50.0                   | 18.8              | 16.4                    | 2.3                   | --               | 12.5                            | 55.1   | 31.0         | 13.9       |
|   | NA   | 13.2                   | 2.6               | 6.6                     | 3.9                   | 5.9              | 67.8                            | 90.2   | 6.9          | 2.9        |
| 138. Apply binders                      | LPN  | 43.2                   | 25.2              | 18.0                    | 7.2                   | 1.4              | 5.0                             | 5.8  | 28.1         | 66.1       |
|   | NA   | 30.1                   | 14.7              | 8.0                     | 8.6                   | 6.7              | 31.9                            | 24.0   | 41.5         | 34.4       |
| 139. Assist patient<br>with exercises   | LPN  | 36.6                   | 20.1              | 26.1                    | 8.2                   | 2.2              | 6.7                             | 10.7   | 58.3         | 31.0       |
|   | NA   | 21.9                   | 16.9              | 6.9                     | 7.5                   | 10.0             | 36.9                            | 38.8   | 43.3         | 18.0       |
| 140. Assist patients<br>in walking      | LPN  | 35.0                   | 24.1              | 27.0                    | 10.2                  | 1.5              | 2.2                             | 2.9  | 32.0         | 65.1       |
|   | NA   | 36.1                   | 25.9              | 6.0                     | 3.6                   | 10.2             | 18.1                            | 5.8  | 38.4         | 55.8       |
| 141. Dangle patients                    | LPN  | 41.0                   | 24.5              | 24.5                    | 5.8                   | 1.4              | 2.9                             | 2.3  | 22.7         | 75.0       |
|   | NA   | 39.5                   | 35.8              | 6.8                     | 1.2                   | 2.5              | 14.2                            | 6.4  | 32.6         | 61.0       |
| 142. Prepare hot and<br>cold compresses | LPN  | 60.9                   | 23.2              | 13.0                    | --                    | --               | 2.9                             | 1.7  | 28.5         | 69.8       |
|   | NA   | 28.6                   | 21.4              | 8.4                     | 1.9                   | .6               | 39.0                            | 18.2   | 49.2         | 32.6       |
| 143. Apply hot and cold<br>compresses   | LPN  | 62.8                   | 22.6              | 12.4                    | --                    | --               | 2.2                             | 1.7  | 28.5         | 69.8       |
|   | NA   | 24.0                   | 18.2              | 4.5                     | 3.2                   | .6               | 49.4                            | 22.3   | 44.7         | 33.0       |
| 144. Apply Ace<br>bandage               | LPN  | 44.6                   | 28.8              | 20.9                    | .7                    | 1.4              | 3.6                             | 1.7  | 24.9         | 73.4       |
|   | NA   | 32.5                   | 24.8              | 7.6                     | 4.5                   | 2.5              | 28.0                            | 20.3   | 43.3         | 36.4       |



| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 145. Apply poultices<br>and plasters               | LPN  | 29.1                   | 14.9              | 12.7                    | 4.5                   | 3.0              | 35.8                            | 75.2   | 19.4         | 5.5        |
|  | NA   | 15.6                   | 11.7              | 2.6                     | -                     | -                | 70.1                            | 94.4   | 4.5          | 1.1        |
| 146. Order prescrip-<br>tion from phar-<br>macy    | LPN  | 13.3                   | 4.4               | 5.2                     | 1.5                   | 5.9              | 69.9                            | 58.0   | 21.9         | 20.1       |
|  | NA   | 8.8                    | 8.2               | 3.8                     | 1.9                   | 1.3              | 76.1                            | 95.0   | 3.3          | 1.7        |
| 147. Compute fraction-<br>al doses of<br>medicine  | LPN  | 26.1                   | 4.5               | 2.2                     | -                     | -                | 67.2                            | 74.8   | 14.7         | 10.4       |
|  | NA   | 1.9                    | -                 | 1.2                     | -                     | -                | 96.9                            | 100.   | -            | -          |
| 148. Pour oral<br>medication                       | LPN  | 50.0                   | 4.5               | .7                      | -                     | -                | 44.8                            | 54.9   | 11.6         | 33.5       |
|  | NA   | 2.5                    | 1.9               | 3.8                     | 1.3                   | .6               | 89.9                            | 98.3   | 1.7          | -          |
| 149. Give oral<br>medication                       | LPN  | 50.0                   | 4.5               | .7                      | -                     | -                | 44.8                            | 52.8   | 13.5         | 33.7       |
|  | NA   | 3.2                    | 3.2               | 2.5                     | .6                    | 1.9              | 88.6                            | 92.8   | 7.2          | -          |
| 150. Put medication<br>in the eye, ear,<br>or nose | LPN  | 44.8                   | 6.7               | -                       | -                     | -                | 48.5                            | 50.9   | 24.2         | 24.8       |
|  | NA   | 5.1                    | 5.1               | 5.1                     | 5.7                   | 1.3              | 77.8                            | 92.8   | 6.6          | .6         |
| 151. Care for in-<br>continent<br>patient          | LPN  | 49.3                   | 28.6              | 15.7                    | 2.9                   | .7               | 2.9                             | 4.1  | 15.2         | 80.7       |
|  | NA   | 56.3                   | 25.7              | 10.8                    | .6                    | 3.0              | 3.6                             | 9.1  | 26.9         | 64.0       |
| 152. Administer<br>post-mortem<br>care             | LPN  | 38.4                   | 27.5              | 23.9                    | 6.5                   | .7               | 2.9                             | 12.0   | 61.7         | 26.3       |
|  | NA   | 33.7                   | 12.3              | 22.7                    | 8.6                   | 6.1              | 16.6                            | 25.0   | 51.1         | 23.9       |
| 153. Administer<br>narcotics                       | LPN  | 33.8                   | 5.3               | 1.5                     | -                     | -                | 59.4                            | 67.7   | 9.6          | 22.8       |
|  | NA   | .6                     | .6                | .6                      | 1.3                   | .6               | 96.2                            | 99.4   | .6           | 7.2        |



| TASK  | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 154. Give immun-<br>izations                                | LPN  | 14.4                   | 1.5               | .8                      | -                     | -                | 83.3                            | 91.4   | 4.9          | 3.7        |
|   | NA   | 4.4                    | 5.0               | 1.9                     | .6                    | 1.9              | 86.2                            | 100.   | -            | -          |
| 155. Give sub-<br>cutaneous in-<br>jections                 | LPN  | 24.1                   | 3.8               | .8                      | -                     | .8               | 70.7                            | 76.2   | 11.2         | 12.5       |
|   | NA   | 3.1                    | 3.7               | 1.9                     | -                     | 1.9              | 89.4                            | 98.3   | 1.1          | .6         |
| 156. Give intra-<br>muscular in-<br>jections                | LPN  | 27.1                   | 4.5               | 1.5                     | -                     | .8               | 66.2                            | 74.7   | 9.5          | 15.8       |
|   | NA   | 1.2                    | 3.1               | 3.7                     | 3.1                   | 1.9              | 86.9                            | 98.3   | .6           | 1.1        |
| 157. Dress and un-<br>dress patient                         | LPN  | 26.3                   | 18.2              | 25.5                    | 15.3                  | 12.4             | 2.2                             | 1.2  | 28.5         | 70.3       |
|   | NA   | 31.5                   | 21.4              | 18.5                    | 5.4                   | 7.7              | 15.5                            | 1.1  | 34.2         | 64.7       |
| 158. Furnish bed pan/<br>urinal service                     | LPN  | 36.0                   | 18.7              | 19.4                    | 12.9                  | 8.6              | 4.3                             | 1.8  | 4.7          | 93.6       |
|   | NA   | 55.8                   | 28.2              | 10.4                    | 1.8                   | 1.8              | 1.8                             | 1.6  | 4.8          | 93.7       |
| 159. Give oral hygiene                                      | LPN  | 46.0                   | 22.3              | 16.5                    | 9.4                   | 3.6              | 2.2                             | 2.9  | 12.2         | 84.9       |
|   | NA   | 51.5                   | 25.2              | 12.9                    | 3.1                   | 1.2              | 6.1                             | 5.9  | 28.7         | 65.4       |
| 160. Give oral<br>hygiene to an un-<br>conscious<br>patient | LPN  | 55.8                   | 23.9              | 10.9                    | 1.4                   | -                | 8.0                             | 9.5  | 53.3         | 37.3       |
|   | NA   | 36.6                   | 18.3              | 8.5                     | 2.0                   | 1.3              | 33.3                            | 46.8   | 32.8         | 20.4       |
| 161. Give back rub  | LPN  | 30.4                   | 22.5              | 26.8                    | 13.8                  | 3.6              | 2.9                             | 4.1  | 16.3         | 79.7       |
|   | NA   | 33.9                   | 23.0              | 12.1                    | 3.0                   | 1.2              | 26.7                            | 2.6  | 16.4         | 81.0       |
| 162. Shampoo<br>patient's hair                              | LPN  | 18.2                   | 14.6              | 27.0                    | 18.2                  | 14.6             | 7.3                             | 31.9   | 55.4         | 12.7       |
|   | NA   | 16.0                   | 20.2              | 23.9                    | 16.0                  | 8.0              | 16.0                            | 41.9   | 46.2         | 11.8       |

| TASK                                      | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|---|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|   | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|   |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 163. Care for patient's<br>hair and nails | LPN  | 24.8                   | 20.4              | 25.5                    | 20.4                  | 6.6              | 2.2                             | 4.7  | 46.7         | 48.5       |
|   | NA   | 29.2                   | 19.3              | 22.4                    | 12.4                  | 8.1              | 8.7                             | 16.4   | 55.7         | 27.9       |
| 164. Bathe patient                        | LPN  | 46.0                   | 30.2              | 17.3                    | 2.9                   | 1.4              | 2.2                             | .6   | 14.0         | 85.4       |
|   | NA   | 53.1                   | 21.0              | 3.7                     | 3.1                   | 1.9              | 17.3                            | 4.8  | 21.4         | 73.8       |
| 165. Bathe patient in<br>an oxygen tent   | LPN  | 57.0                   | 21.5              | 8.9                     | 2.2                   | .7               | 9.6                             | 7.8  | 53.0         | 39.2       |
|   | NA   | 36.9                   | 9.4               | 2.0                     | 3.4                   | 1.3              | 47.0                            | 42.7   | 37.3         | 20.0       |
| 166. Operate auto-<br>clave               | LPN  | 8.3                    | 6.1               | 9.8                     | 8.3                   | 6.8              | 60.6                            | 75.8   | 15.9         | 8.3        |
|   | NA   | 18.0                   | 4.0               | .3                      | 3.3                   | 4.0              | 69.3                            | 79.9   | 8.4          | 11.7       |
| 167. Prepare tray for<br>prep team        | LPN  | 2.4                    | 8.0               | 15.2                    | 5.6                   | 8.8              | 60.0                            | 81.9   | 13.1         | 5.0        |
|   | NA   | 7.0                    | 2.5               | 10.1                    | 3.8                   | 5.7              | 70.9                            | 80.5   | 14.6         | 4.9        |
| 168. Set up croupette                     | LPN  | 25.4                   | 14.8              | 6.6                     | 7.4                   | .8               | 45.1                            | 56.1   | 33.5         | 10.3       |
|   | NA   | 8.0                    | 4.7               | 7.3                     | 7.3                   | 10.7             | 62.0                            | 88.1   | 8.0          | 4.0        |
| 169. Service croupette                    | LPN  | 11.1                   | 15.1              | 6.3                     | 6.3                   | 2.4              | 58.7                            | 58.7   | 32.3         | 9.0        |
|   | NA   | 8.2                    | 4.8               | 4.8                     | 4.1                   | 1.4              | 76.7                            | 89.7   | 6.3          | 4.0        |
| 170. Adjust bed rails                     | LPN  | 46.4                   | 21.0              | 10.1                    | 8.0                   | 6.5              | 8.0                             | 3.5  | 12.9         | 83.5       |
|   | NA   | 45.5                   | 18.2              | 1.8                     | 2.4                   | 1.2              | 30.9                            | 4.3  | 19.7         | 76.1       |
| 171. Apply rubber or<br>cotton rings      | LPN  | 30.9                   | 19.1              | 22.1                    | 9.6                   | 11.0             | 7.4                             | 14.3   | 56.5         | 29.2       |
|   | NA   | 23.2                   | 11.3              | 7.3                     | 3.3                   | .7               | 54.3                            | 29.1   | 49.5         | 21.4       |

| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 172. Set up oxygen<br>equipment                | LPN  | 41.8                   | 16.4              | 5.2                     | -                     | -                | 36.6                            | 27.9   | 49.7         | 22.4       |
|  | NA   | 13.5                   | 6.4               | 9.6                     | 5.1                   | -                | 65.4                            | 63.9   | 24.6         | 11.5       |
| 173. Regulate oxygen<br>equipment              | LPN  | 50.8                   | 15.2              | 6.8                     | .8                    | -                | 26.5                            | 11.4   | 56.6         | 31.9       |
|  | NA   | 11.7                   | 8.4               | 6.5                     | 3.9                   | -                | 69.5                            | 63.5   | 26.0         | 10.5       |
| 174. Administer<br>oxygen                      | LPN  | 55.7                   | 13.0              | 3.8                     | -                     | .8               | 26.7                            | 16.1   | 55.4         | 28.6       |
|  | NA   | 7.2                    | 6.6               | 3.3                     | 2.6                   | .7               | 79.6                            | 68.7   | 23.6         | 7.7        |
| 175. Administer an<br>electro-cardio-<br>graph | LPN  | .8                     | .8                | -                       | -                     | -                | 98.4                            | 95.7   | 3.0          | 1.2        |
|  | NA   | .6                     | .6                | 1.3                     | -                     | -                | 97.4                            | 100.   | -            | -          |
| 176. Assist with<br>electro-cardiograph        | LPN  | 7.9                    | 7.9               | 14.2                    | 9.4                   | 9.4              | 51.2                            | 62.1   | 33.5         | 4.3        |
|  | NA   | 2.5                    | 5.1               | 1.9                     | 5.1                   | 3.2              | 82.2                            | 83.2   | 14.5         | 2.2        |
| 177. Take x-ray<br>pictures                    | LPN  | .8                     | -                 | -                       | -                     | -                | 99.2                            | 98.8   | .6           | .6         |
|  | NA   | 6.4                    | 4.5               | 3.8                     | 3.2                   | .6               | 81.5                            | 100.   | -            | -          |
| 178. Assist in taking<br>x-ray pictures        | LPN  | 6.3                    | 5.5               | 12.6                    | 6.3                   | 13.4             | 55.9                            | 64.8   | 32.1         | 3.1        |
|  | NA   | 7.6                    | 6.3               | 7.0                     | 5.7                   | 7.6              | 65.8                            | 74.4   | 20.6         | 5.0        |
| 179. Set up aspirator                          | LPN  | 37.0                   | 17.0              | 8.1                     | 4.4                   | .7               | 32.6                            | 35.2   | 50.0         | 14.8       |
|  | NA   | 9.5                    | 2.5               | 3.2                     | 2.5                   | 1.9              | 80.4                            | 76.6   | 15.4         | 8.0        |
| 180. Aspirate patient                          | LPN  | 38.0                   | 12.4              | 3.9                     | .8                    | -                | 45.0                            | 38.0   | 45.4         | 16.6       |
|  | NA   | 3.9                    | 2.6               | 2.6                     | 1.3                   | 1.3              | 88.4                            | 90.9   | 5.7          | 3.4        |

| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 181. Suction patient                                   | LPN  | 53.4                   | 16.5              | 2.3                     | .8                    | --               | 27.1                            | 18.7   | 52.4         | 28.9       |
|  | NA   | 11.5                   | 10.8              | 4.5                     | 3.2                   | .6               | 69.4                            | 84.4   | 10.6         | 5.0        |
| 182. Regulate flow of<br>blood transfusions            | LPN  | 28.1                   | 16.4              | .8                      | --                    | --               | 54.7                            | 35.8   | 46.7         | 17.6       |
|  | NA   | 12.3                   | 9.0               | 3.9                     | .6                    | .6               | 73.5                            | 95.5   | 3.9          | .6         |
| 183. Discontinue I. V.<br>solutions                    | LPN  | 45.9                   | 17.8              | 11.9                    | 2.2                   | --               | 22.2                            | 4.7  | 39.7         | 56.2       |
|  | NA   | 10.5                   | 11.1              | 4.6                     | .7                    | --               | 73.2                            | 86.0   | 12.4         | 1.7        |
| 184. Add additional<br>solution to con-<br>tinue I. V. | LPN  | 26.4                   | 9.3               | --                      | --                    | --               | 64.3                            | 37.1   | 28.7         | 34.1       |
|  | NA   | .6                     | 1.9               | .6                      | 1.9                   | 1.3              | 93.6                            | 96.0   | 3.4          | .6         |
| 185. Start an I. V.<br>solution                        | LPN  | 2.3                    | .8                | --                      | --                    | --               | 96.9                            | 97.5   | 1.9          | .6         |
|  | NA   | 5.8                    | 6.4               | 7.1                     | --                    | 1.3              | 79.5                            | 98.9   | 1.1          | --         |
| 186. Check flow of<br>I. V.                            | LPN  | 64.4                   | 15.6              | 8.9                     | .7                    | --               | 10.4                            | 1.8  | 24.9         | 73.4       |
|  | NA   | 24.5                   | 11.0              | 9.7                     | 1.9                   | .6               | 52.3                            | 26.0   | 46.4         | 27.6       |
| 187. Set up bone<br>fracture equip-<br>ment            | LPN  | 8.7                    | 7.1               | 9.4                     | .8                    | 5.5              | 68.5                            | 84.0   | 13.6         | 2.5        |
|  | NA   | 5.8                    | 3.9               | 6.5                     | 1.3                   | .6               | 81.8                            | 87.0   | 10.2         | 2.8        |
| 188. Assist in putting<br>on braces                    | LPN  | 23.5                   | 20.6              | 22.8                    | 5.9                   | 4.4              | 22.8                            | 43.9   | 47.0         | 9.1        |
|  | NA   | 10.6                   | 15.9              | 18.5                    | 5.3                   | 2.6              | 47.0                            | 53.9   | 39.3         | 6.7        |
| 189. Adjust traction<br>apparatus                      | LPN  | 13.4                   | 12.6              | 17.3                    | 1.6                   | 2.4              | 52.8                            | 31.7   | 54.3         | 14.0       |
|  | NA   | 5.9                    | 3.3               | 3.9                     | .7                    | .7               | 85.5                            | 55.2   | 38.1         | 6.6        |



| TASK   | Importance of Task as<br>Rated by Registered Nurse |                        |                   |                         |                       |                  |                                 | Frequency of<br>Performance<br>as Rated by<br>Worker |              |            |
|--|--|------------------------|-------------------|-------------------------|-----------------------|------------------|---------------------------------|--|--------------|------------|
|  | (Reported in Percentages)                          |                        |                   |                         |                       |                  |                                 | (Reported in<br>Percentages)                         |              |            |
|  |  | Extremely<br>Important | Very<br>Important | Moderately<br>Important | Slightly<br>Important | Not<br>Important | Not a Function<br>of Occupation | Never  | Occasionally | Frequently |
| 190. Apply artificial<br>limbs                         | LPN  | 21.6                   | 22.4              | 16.0                    | 8.0                   | 5.6              | 26.4                            | 60.8   | 34.8         | 4.4        |
|  | NA   | 9.0                    | 9.0               | 12.8                    | 5.1                   | 3.8              | 60.3                            | 83.6   | 14.7         | 1.7        |
| 191. Remove artificial<br>limbs                        | LPN  | 21.9                   | 23.4              | 19.5                    | 1.9                   | 6.3              | 18.0                            | 56.9   | 38.1         | 5.0        |
|  | NA   | 9.6                    | 6.2               | 11.5                    | 5.1                   | 3.2              | 64.1                            | 80.3   | 18.3         | 1.1        |
| 192. Apply arm slings                                  | LPN  | 35.5                   | 28.3              | 21.0                    | 8.0                   | 1.4              | 5.8                             | 12.4   | 71.8         | 15.9       |
|  | NA   | 14.0                   | 14.0              | 14.6                    | 5.1                   | 3.8              | 48.4                            | 34.6   | 48.6         | 16.8       |
| 193. Apply restraints                                  | LPN  | 41.6                   | 27.7              | 16.1                    | 7.3                   | 1.5              | 5.8                             | 4.1  | 60.9         | 34.9       |
|  | NA   | 21.7                   | 17.2              | 8.3                     | 11.5                  | 5.7              | 35.7                            | 11.8   | 53.8         | 34.4       |
| 194. Apply tourniquet                                  | LPN  | 30.4                   | 11.9              | 6.7                     | .7                    | 1.5              | 48.9                            | 58.5   | 34.4         | 6.1        |
|  | NA   | 8.3                    | 4.5               | 3.2                     | 1.3                   | .6               | 82.2                            | 83.9   | 12.2         | 3.9        |
| 195. Position patient                                  | LPN  | 56.8                   | 24.5              | 13.7                    | 2.2                   | .7               | 2.2                             | .6   | 9.9          | 89.5       |
|  | NA   | 46.1                   | 20.0              | 4.8                     | .6                    | 1.8              | 26.7                            | 3.8  | 23.5         | 72.7       |
| 196. Lift patient to<br>bed, chair, or<br>table        | LPN  | 51.8                   | 23.4              | 16.8                    | 5.1                   | .7               | 2.2                             | 3.5  | 15.3         | 81.2       |
|  | NA   | 50.9                   | 21.2              | 10.9                    | 6.1                   | 1.8              | 9.1                             | 2.6  | 20.6         | 76.7       |
| 197. Assist in restrain-<br>ing patient                | LPN  | 39.9                   | 26.1              | 26.1                    | 3.6                   | .7               | 3.6                             | 3.5  | 42.4         | 54.1       |
|  | NA   | 38.0                   | 20.9              | 8.0                     | 3.7                   | 2.5              | 27.0                            | 4.3  | 42.2         | 53.5       |
| 198. Transport patient<br>in wheelchair or<br>carriage | LPN  | 33.5                   | 16.7              | 28.3                    | 10.9                  | 3.6              | 5.1                             | .6   | 19.8         | 79.7       |
|  | NA   | 39.5                   | 19.2              | 9.6                     | 2.4                   | 3.6              | 25.7                            | 1.1  | 18.4         | 80.5       |



## APPENDIX D

THE PERCENTAGE OF REGISTERED NURSE SUPERVISORS  
WHO CONSIDER THE ITEM A FUNCTION OF  
LICENSED PRACTICAL NURSE, NURSE AIDE, AND  
SURGICAL TECHNICIAN, AND THE PERCENTAGE OF  
JOB HOLDERS WHO REPORTED  
PERFORMING THE FUNCTION

## TREATMENTS

| Items Rated                              | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--|--|--|------------|
| <u>Above 50% by both</u>                 |  |  |            |
| Apply hot and cold compresses            | 98.0%  | 97.8%  | .2%        |
| Prepare hot and cold compresses          | 97.1%  | 98.3%  | - 1.2%     |
| Give enema                               | 97.1%  | 97.1%  | 0          |
| Give perineal care                       | 97.0%  | 86.1%  | 10.9%      |
| Check patients for bleeding              | 96.5%  | 100%   | - 3.5%     |
| Give sitz bath                           | 96.4%  | 90.5%  | 5.9%       |
| Check drainage tubes                     | 95.7%  | 97.0%  | - 1.3%     |
| Apply binders                            | 95.0%  | 94.2%  | .8%        |
| Care for colostomy                       | 95.0%  | 86.8%  | 8.2%       |
| Apply arm slings                         | 94.2%  | 87.6%  | 6.6%       |
| Assist patient in postural drainage      | 94.1%  | 76.8%  | 17.3%      |
| Catheterize patient                      | 90.7%  | 85.2%  | 5.5%       |
| Change dressings                         | 92.6%  | 99.4%  | - 6.8%     |
| Give oral hygiene to unconscious patient | 92.0%  | 90.5%  | 1.5%       |
| Apply rubber or cotton rings             | 92.0%  | 85.7%  | 6.3%       |
| Check flow of I. V.                      | 89.6%  | 98.2%  | - 8.6%     |
| Give post-partum care                    | 89.3%  | 57.2%  | 32.1%      |
| Administer vaginal douche                | 89.9%  | 75.4%  | 14.5%      |
| Assist in putting on braces              | 87.2%  | 56.0%  | 31.2%      |

TREATMENTS

| Items Rated                         | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|-------------------------------------|--|--|------------|
| <u>Above 50% by both (Cont.)</u>    |  |  |            |
| Insert indwelling catheter          | 79.9%  | 73.5%  | 6.4%       |
| Give urinary bladder irrigations    | 79.0%  | 81.6%  | - 2.6%     |
| Care for tracheotomy                | 73.5%  | 80.0%  | - 6.5%     |
| Apply Ace bandage                   | 73.4%  | 96.4%  | - 23.0%    |
| Administer oxygen                   | 73.3%  | 83.9%  | - 10.6%    |
| Suction patient                     | 72.9%  | 81.3%  | - 8.4%     |
| Insert rectal suppositories         | 61.9%  | 59.8%  | 2.1%       |
| Aspirate patient                    | 55.0%  | 62.0%  | - 7.0%     |
| <u>Above 50% by one or other</u>    |  |  |            |
| Give breast care to new mother      | 87.5%  | 44.9%  | 42.6%      |
| Remove artificial limbs             | 80.2%  | 43.1%  | 37.1%      |
| Apply artificial limbs              | 73.6%  | 39.2%  | 34.4%      |
| Start an I. V. solution             | 73.1%  | 2.5%   | 70.6%      |
| Apply poultices and plaster         | 64.2%  | 24.8%  | 39.4%      |
| Give urinary bladder instillations  | 61.0%  | 48.1%  | 12.9%      |
| Insert vaginal suppositories        | 55.8%  | 38.4%  | 17.4%      |
| Apply tourniquet                    | 51.1%  | 41.5%  | 9.6%       |
| Adjust traction apparatus           | 47.2%  | 68.3%  | -21.1%     |
| Remove fecal impaction              | 45.6%  | 56.6%  | -11.0%     |
| Regulate flow of blood transfusions | 45.3%  | 64.2%  | -18.9%     |

TREATMENTS

| <u>Items Rated</u>  | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Licensed<br/>Practical Nurse</u> | <u>Licensed<br/>Practical Nurse<br/>Reporting Item<br/>Performed</u> | <u>Difference</u> |
|---|--|--|-------------------|
| Add additional solution to<br>continue I. V.              | 35.7%  | 62.9%  | - 27.2%           |
| Discontinue I. V. solutions                               | 17.8%  | 95.3%  | - 77.5%           |
| <u>Between 25% and 50% by both or by one or the other</u> |  |  |                   |
| None  |  |  |                   |
| <u>Below 25% by both</u>                                  |  |  |                   |
| Remove nasal pack   | 10.9%  | 13.1%  | - 2.2%            |

## UNIT OPERATIONS

| Items Rated                                     | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|---|--|--|------------|
| <u>Above 50% by both</u>                        |  |  |            |
| Attend unit report                              | 98.6%  | 99.4%  | - .8%      |
| Answer patient call                             | 97.9%  | 99.4%  | - 1.5%     |
| Take notes on unit report                       | 97.1%  | 95.8%  | 1.3%       |
| Administer post-mortem care                     | 97.1%  | 88.0%  | 9.1%       |
| Assist in unit discharge procedure              | 95.4%  | 94.0%  | 1.4%       |
| Perform unit admitting procedures               | 95.0%  | 97.1%  | - 2.1%     |
| Assist with unit admitting procedures           | 94.6%  | 97.6%  | - 3.0%     |
| Perform unit discharge procedures               | 93.4%  | 92.9%  | .5%        |
| Assist in enforcing visiting hours              | 91.9%  | 90.0%  | 1.9%       |
| Make routine security check                     | 88.9%  | 67.1%  | 21.8%      |
| Deliver messages                                | 81.0%  | 94.1%  | - 13.1%    |
| Collect and return items to central supply      | 71.1%  | 85.0%  | - 13.9%    |
| Make charge slips                               | 60.0%  | 72.8%  | - 12.8%    |
| Make credit slips                               | 56.5%  | 53.9%  | 2.6%       |
| Count unit supplies                             | 56.2%  | 58.8%  | - 2.6%     |
| Obtain patient signatures                       | 51.1%  | 75.1%  | - 24.0%    |
| <u>Above 50% by one or other</u>                |  |  |            |
| Show babies                                     | 82.9%  | 45.5%  | 37.4%      |
| Assist with newborn nursery admission procedure | 79.8%  | 44.1%  | 35.7%      |



UNIT OPERATIONS

| <u>Items Rated</u>  | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Licensed<br/>Practical Nurse</u> | <u>Licensed<br/>Practical Nurse<br/>Reporting Item<br/>Performed</u> | <u>Difference</u> |
|---|--|--|-------------------|
| Complete newborn nursery admission procedure such as footprints, weight, and bath | 67.2%  | 43.4%  | 23.8%             |
| Prepare requisitions for unit supplies  | 60.0%  | 72.8%  | - 12.8%           |
| Maintain unit supply level  | 46.7%  | 64.4%  | - 17.7%           |
| Fill out lab requisitions   | 27.6%  | 59.2%  | - 31.6%           |
| Process patient's valuables   | 5.0%   | 86.4%  | - 81.4%           |
| Fill out x-ray requisitions   | 27.6%  | 59.2%  | - 31.6%           |
| <u>Between 25% and 50% by both</u>  |  |  |                   |
| Observe isolation techniques  | 44.1%  | 25.6%  | 18.5%             |
| Deliver supplies  | 37.0%  | 49.7%  | - 12.7%           |
| Sort charge slips   | 33.6%  | 31.7%  | 1.9%              |
| Record count  | 45.8%  | 45.7%  | .1%               |
| <u>Between 25% and 50% by one or other</u>  |  |  |                   |
| Sort credit slips   | 33.1%  | 22.1%  | 11.0%             |

MEASURING-GATHERING DATA  
RECORDING - REPORTING

| Items Rated                          | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--------------------------------------|--|--|------------|
| <u>Above 50% by both</u>             |  |  |            |
| Report observations                  | 100 %  | 100 %  | 0          |
| Report unusual incidents             | 100 %  | 98.8%  | 1.2%       |
| Collect urine specimen               | 99.3%  | 100 %  | - .7%      |
| Put information on patient's chart   | 99.6%  | 98.3%  | -1.3%      |
| Take respiration                     | 99.3%  | 100 %  | - .7%      |
| Take temperature                     | 99.3%  | 100 %  | - .7%      |
| Record intake and output             | 99.3%  | 99.4%  | - .1%      |
| Record observations                  | 99.3%  | 99.4%  | - .1%      |
| Measure intake and output            | 99.3%  | 98.3%  | 1.0%       |
| Weigh patient                        | 98.6%  | 98.3%  | .3%        |
| Report treatments to R. N.           | 98.6%  | 98.9%  | -.3%       |
| Perform clinitest                    | 98.6%  | 97.1%  | 1.5%       |
| Take pulse                           | 97.9%  | 100 %  | -2.1%      |
| Collect sputum specimen              | 97.8%  | 96.4%  | 1.4%       |
| Collect stool specimen               | 97.8%  | 97.0%  | .8%        |
| Record condition of skin             | 98.6%  | 98.8%  | - .2%      |
| Take blood pressure                  | 98.6%  | 98.8%  | - .2%      |
| Record blood pressure                | 98.6%  | 98.8%  | - .2%      |
| Record appearance of body discharges | 97.8%  | 98.2%  | - .4%      |

MEASURING-GATHERING DATA  
RECORDING - REPORTING

| Items Rated                                | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--|--|--|------------|
| <u>Above 50% by both (Cont.)</u>           |  |  |            |
| Record treatments                          | 97.2%  | 97.4%  | - .2 %     |
| Record results of clinitest                | 97.1%  | 98.2%  | - 1.1 %    |
| Record TPR                                 | 95.7%  | 100%   | - 4.3 %    |
| Ask patient about condition                | 92.6%  | 95.3%  | - 2.7 %    |
| Take vital signs following anesthesia      | 92.5%  | 90.9%  | 1.6%       |
| Strain urine for stones                    | 89.9%  | 92.9%  | - 3.0%     |
| Obtain an apical pulse                     | 80.5%  | 93.0%  | -12.5%     |
| Write reports of incidents                 | 76.6%  | 76.0%  | .6%        |
| Deliver specimen                           | 67.2%  | 93.0%  | -25.8%     |
| Assist physician with rounds               | 65.4%  | 88.3%  | -22.9%     |
| Record medications                         | 57.2%  | 52.4%  | 4.8%       |
| <u>Above 50% by one or other</u>           |  |  |            |
| Take the fetal heart tone                  | 52.0%  | 37.3%  | 14.7%      |
| <u>Between 25% and 50% by both</u>         |  |  |            |
| None                                       |  |  |            |
| <u>Between 25% and 50% by one or other</u> |  |  |            |
| Record doctor's orders                     | 2.7%   | 27.1%  | -24.4%     |

MEASURING-GATHERING DATA  
RECORDING - REPORTING

| Items Rated                                       | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|---|--|--|------------|
| <u>Below 25% by both</u>                          |  |  |            |
| Perform rectal examination of<br>patient in labor | 7.2%   | 1.8%   | 5.4%       |
| Insert tube for gastric specimen                  | 6.9%   | 5.5%   | 1.4%       |

## POSITION AND TRANSPORT PATIENTS

| Items Rated                                    | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item.<br>Performed | Difference |
|--|--|---|------------|
| <u>Above 50% by both</u>                       |  |   |            |
| Assist patients in walking                     | 97.8%  | 97.1%   | .7%        |
| Lift patient to bed, chair, or table           | 97.8%  | 96.5%   | 1.3%       |
| Position patient                               | 97.8%  | 99.0%   | 1.2%       |
| Dangle patients                                | 97.1%  | 97.7%   | .6%        |
| Position patient for meals                     | 95.7%  | 95.9%   | .2%        |
| Assist in restraining patients                 | 96.4%  | 96.5%   | .1%        |
| Transport patient in wheelchair<br>or carriage | 94.9%  | 99.4%   | 4.5%       |
| Apply restraints                               | 94.2%  | 95.9%   | 1.7%       |
| Assist patient with exercises                  | 93.3%  | 99.3%   | 6.0%       |
| Adjust bed rails                               | 92.0%  | 96.5%   | 4.5%       |

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None Below

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## PATIENT COMFORT AND PERSONAL SERVICES

| Items Rated                       | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|-----------------------------------|--|--|------------|
| <u>Above 50% by both</u>          |  |  |            |
| Shampoo patient's hair            | 98.7%  | 68.1%  | 30.6%      |
| Make occupied bed                 | 97.9%  | 99.4%  | - 1.5%     |
| Give oral hygiene                 | 97.8%  | 97.1%  | .7%        |
| Care for patient's hair and nails | 97.8%  | 95.3%  | 2.5%       |
| Dress and undress patient         | 97.8%  | 98.8%  | - 1.0%     |
| Bathe patient                     | 97.8%  | 94.4%  | 3.4%       |
| Assist patients in eating         | 97.2%  | 97.1%  | .1%        |
| Give back rub                     | 97.1%  | 95.9%  | 1.2%       |
| Drape patient for examination     | 96.4%  | 94.7%  | 1.7%       |
| Care for incontinent patient      | 96.4%  | 90.9%  | 5.5%       |
| Furnish bedpan/urinal service     | 95.7%  | 98.2%  | - 2.5%     |
| Make post-operative bed           | 95.7%  | 92.9%  | 2.8%       |
| Set up for religious rites        | 95.5%  | 71.0%  | 24.5%      |
| Make unoccupied bed               | 92.2%  | 93.5%  | - 1.3%     |
| Read to patient                   | 83.6%  | 75.0%  | 8.6%       |
| Deliver flowers                   | 61.7%  | 88.4%  | -26.7%     |
| Deliver mail                      | 61.2%  | 88.3%  | -27.1%     |
| Run personal errands for patients | 54.2%  | 86.9%  | 32.7%      |
| <u>Above 50% by one or other</u>  |  |  |            |
| Bathe patient in oxygen tent      | 90.4%  | 42.2%  | 48.2%      |
| No other ratings apply            |  |  |            |

## MEDICATIONS

| Items Rated  | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--|--|--|------------|
| <u>Above 50% by both</u>                                 |  |  |            |
| Apply external medicine                                  | 81.9%  | 90.6%  | - 8.7%     |
| <u>Above 50% by one or other</u>                         |  |  |            |
| Give oral medication                                     | 55.2%  | 47.2%  | 8.0%       |
| Pour oral medication                                     | 55.2%  | 45.1%  | 10.1%      |
| Put medication in eye, ear, or nose                      | 51.5%  | 49.1%  | 2.4%       |
| Assist in narcotic count                                 | 44.6%  | 52.7%  | - 8.1%     |
| <u>Between 25% and 50% by both</u>                       |  |  |            |
| Administer narcotics                                     | 40.6%  | 32.3%  | 8.3%       |
| Give intramuscular injections                            | 33.8%  | 25.3%  | 8.5%       |
| Compute fractional doses of medicine                     | 32.8%  | 25.2%  | 7.6%       |
| Order prescription from pharmacy                         | 30.1%  | 42.0%  | -11.9%     |
| Make narcotic count                                      | 26.4%  | 33.7%  | - 7.3%     |
| <u>Between 25% and 50% by one or other</u>               |  |  |            |
| Give subcutaneous injections                             | 29.3%  | 23.8%  | 5.5%       |
| Carry out doctor's orders for<br>medication or treatment | 18.3%  | 31.2%  | -12.9%     |

MEDICATIONS

| <u>Items Rated</u>   | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Licensed<br/>Practical Nurse</u> | <u>Licensed<br/>Practical Nurse<br/>Reporting Item<br/>Performed</u> | <u>Difference</u> |
|--|--|--|-------------------|
| <u>Below 25% by both</u>                                     |  |  |                   |
| Give immunizations   | 16.7%  | 8.6%   | 8.1%              |
| Take verbal order from doctor for<br>medication or treatment | 13.2%  | 21.6%  | - 8.4%            |

## HOUSEKEEPING

| Items Rated                                | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--|--|--|------------|
| <u>Above 50% by both</u>                   |  |  |            |
| Clean utility area                         | 61.9%  | 89.0%  | -27.1%     |
| <u>Above 50% by one or other</u>           |  |  |            |
| Wash glasses and pitchers                  | 44.9%  | 72.5%  | -27.6%     |
| Clean discharged patient's unit            | 25.6%  | 51.2%  | -25.6%     |
| <u>Between 25% and 50% by both</u>         |  |  |            |
| Collect and return items to laundry        | 34.8%  | 32.3%  | 2.5%       |
| Separate laundry                           | 29.4%  | 39.3%  | - 9.9%     |
| <u>Between 25% and 50% by one or other</u> |  |  |            |
| Stock laundry                              | 23.5%  | 35.7%  | -12.2%     |
| Fold laundry                               | 20.0%  | 30.1%  | -10.1%     |
| Disinfect bathrooms                        | 15.8%  | 31.0%  | -15.2%     |
| <u>Below 25% by both</u>                   |  |  |            |
| Dust floor in patient's room               | 5.3%   | 17.5%  | -12.2%     |

## SURGICAL PROCEDURES

| Items Rated                                | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--|--|--|------------|
| <u>Above 50% by both</u>                   |  |  |            |
| Assist with pre-operative care             | 93.2%  | 92.8%  | .4%        |
| Do pre-operative shaving                   | 69.2%  | 57.0%  | 12.2%      |
| <u>Above 50% by one or other</u>           |  |  |            |
| Assist physician in gowning                | 62.5%  | 28.0%  | 34.5%      |
| Hold and hand instruments                  | 50.0%  | 40.7%  | 9.3%       |
| <u>Between 25% and 50% by both</u>         |  |  |            |
| Assemble instrument packs                  | 44.1%  | 25.6%  | 18.5%      |
| Sterilize instruments                      | 38.2%  | 37.8%  | .4%        |
| <u>Between 25% and 50% by one or other</u> |  |  |            |
| Scrub for obstetrics                       | 48.0%  | 9.3%   | 38.7%      |
| Scrub for surgery                          | 44.5%  | 5.0%   | 39.5%      |
| Circulate in operating room                | 42.7%  | 3.7%   | 39.0%      |
| Prepare tray for prep team                 | 40.0%  | 18.1%  | 21.9%      |
| Operate autoclave                          | 39.4%  | 24.2%  | 15.2%      |
| <u>Below 25% by both</u>                   |  |  |            |
| None                                       |  |  |            |



## TEACHING - RELATING INFORMATION

| Items Rated                                     | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|---|--|--|------------|
| <u>Above 50% by both</u>                        |  |  |            |
| Instruct patient in simple sygiene<br>procedure | 97.4%  | 97.6%  | - .2%      |
| Assist in teaching patient simpie<br>hygiene    | 94.7%  | 95 2%  | - .5%      |
| <u>Above 50% by one or other</u>                |  |  |            |
| Explain patient condition to family             | 19.8%  | 60.0%  | - 40.2%    |
| <u>Between 25% and 50% by both</u>              |  |  |            |
| Refer patient to social service<br>agency       | 40.4%  | 31.5%  | 8.9%       |
| <u>Between 25% and 50% by one or other</u>      |  |  |            |
| Teach patient to inject his own insulin         | 22.5%  | 16.3%  | 6.2%       |
| <u>Below 50% by both</u>                        |  |  |            |
| None  |  |  |            |

## NUTRITION

| Items Rated                                | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--|--|--|------------|
| <u>Above 50% by both</u>                   |  |  |            |
| Check food trays against patient diet list | 85.6%  | 90.5%  | - 4.9%     |
| Feed babies                                | 85.4%  | 55.8%  | 29.6%      |
| Serve snacks                               | 68.9%  | 83.4%  | - 14.5%    |
| Serve regular meals                        | 58.3%  | 72.3%  | - 14.0%    |
| Provide water service                      | 56.0%  | 89.1%  | - 33.1%    |
| Help patients plan for special diets       | 53.7%  | 61.0%  | - 7.3%     |
| <u>Above 50% by one or other</u>           |  |  |            |
| Put food on trays                          | 77.9%  | 41.4%  | 36.5%      |
| Prepare snacks                             | 38.9%  | 66.1%  | -27.2%     |
| <u>Between 25% and 50% by both</u>         |  |  |            |
| Fill infant bottles                        | 49.6%  | 35.3%  | 14.3%      |
| Make diet substitutions                    | 29.5%  | 48.1%  | -18.6%     |
| <u>Between 25% and 50% by one or other</u> |  |  |            |
| Change diet from liquid to soft            | 24.1%  | 47.0%  | -22.9%     |
| Make infant formula                        | 22.1%  | 26.2%  | - 4.1%     |
| <u>Below 25% by both</u>                   |  |  |            |
| Prepare meals                              | 13.2%  | 16.1%  | - 2.9%     |

## SET UP, OPERATE, AND SERVICE EQUIPMENT

| Items Rated                                | Registered Nurses<br>Reporting Item a<br>Function of Licensed<br>Practical Nurse | Licensed<br>Practical Nurse<br>Reporting Item<br>Performed | Difference |
|--|--|--|------------|
| <u>Above 50% by both</u>                   |  |  |            |
| Empty cathether collection bag             | 94.9%  | 97.1%  | - 2.2%     |
| Regulate oxygen equipment                  | 73.5%  | 88.6%  | -15.1%     |
| Set up aspirator                           | 67.4%  | 64.8%  | 2.6%       |
| Clean aspiration equipment                 | 65.2%  | 72.8%  | - 7.6%     |
| Set up oxygen equipment                    | 63.4%  | 72.1%  | - 8.7%     |
| <u>Above 50% by one or other</u>           |  |  |            |
| Set up croupette                           | 54.9%  | 43.9%  | 11.0%      |
| Clean oxygen equipment                     | 49.0%  | 57.9%  | - 8.9%     |
| <u>Between 25% and 50% by both</u>         |  |  |            |
| Assist with electro-cardiograph            | 48.2%  | 37.8%  | 10.4%      |
| Assist in taking x-ray pictures            | 44.1%  | 35.2%  | 8.9%       |
| Service croupette                          | 41.3%  | 41.3%  | 0          |
| <u>Between 25% and 50% by one or other</u> |  |  |            |
| Set up bone fracture equipment             | 31.5%  | 16.0%  | 15.5%      |
| <u>Below 25% by both</u>                   |  |  |            |
| Take x-ray pictures                        | 7.8%   | 1.2%   | 6.6%       |
| Administer an electro-cardiograph          | 1.6%   | 4.3%   | -2.7%      |

## POSITION AND TRANSPORT PATIENTS

| <u>Items Rated</u>                              | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|---|---|---|-------------------|
| <u>Above 50% by both</u>                        |   |   |                   |
| Lift patient to bed, chair, or table            | 90.0%   | 97.4%   | - 7.4%            |
| Dangle patients                                 | 85.8%   | 93.6%   | - 7.8%            |
| Assist patients in walking                      | 81.9%   | 94.2%   | - 12.3%           |
| Transport patient in wheel chair or<br>carriage | 74.3%   | 98.9%   | - 24.6%           |
| Position patient                                | 73.3%   | 96.2%   | - 22.9%           |
| Assist in restraining patient                   | 73.0%   | 95.7%   | - 22.7%           |
| Position patient for meals                      | 69.5%   | 91.4%   | - 21.9%           |
| Adjust bedrails                                 | 69.1%   | 95.7%   | - 26.6%           |
| Apply restraints                                | 64.3%   | 88.2%   | - 23.9%           |
| Assist patient with exercises                   | 63.1%   | 61.2%   | 1.9%              |
| <u>None below</u>                               |   |   |                   |

## PATIENT COMFORT AND PERSONAL SERVICE

| Items Rated                        | Registered Nurses<br>Reporting Item a<br>Function of Nurse<br>Aides | Nurse Aides<br>Reporting<br>Item<br>Performed | Difference |
|------------------------------------|---|---|------------|
| <u>Above 50% by both</u>           |   |   |            |
| Furnish bedpan/urinal service      | 98.2%   | 98.4%   | - .2%      |
| Care for incontinent patient       | 96.4%   | 90.9%   | 5.5%       |
| Give oral hygiene                  | 93.9%   | 94.1%   | - .2%      |
| Care for patient's hair and nails  | 91.3%   | 83.6%   | 7.7%       |
| Deliver flowers                    | 86.8%   | 84.8%   | 2.0%       |
| Assist patients in eating          | 86.4%   | 92.4%   | 6.0%       |
| Make post-operative bed            | 85.7%   | 91.9%   | - 6.2%     |
| Shampoo patient's hair             | 84.0%   | 58.1%   | 25.9%      |
| Bathe patient                      | 82.7%   | 95.2%   | - 12.5%    |
| Dress and undress patient          | 84.5%   | 98.9%   | - 14.4%    |
| Set up for bedside religious rites | 82.6%   | 53.3%   | 29.3%      |
| Make occupied bed                  | 78.0%   | 97.3%   | - 19.3%    |
| Read to patient                    | 75.9%   | 68.0%   | 7.9%       |
| Give back rub                      | 73.3%   | 97.4%   | - 24.1%    |
| Make unoccupied bed                | 73.0%   | 93.6%   | - 20.6%    |
| Run personal errands               | 67.9%   | 91.4%   | 23.5%      |
| Bathe patient in oxygen tent       | 53.0%   | 57.3%   | - 4.3%     |
| Drape patient for examination      | 50.6%   | 72.3%   | - 21.7%    |



PATIENT COMFORT AND PERSONAL SERVICE

| <u>Items Rated</u> | Registered Nurses                              | Nurse Aides                    | <u>Difference</u> |
|--------------------|--|--------------------------------|-------------------|
|                    | Reporting Item a<br>Function of Nurse<br>Aides | Reporting<br>Item<br>Performed |                   |

Above 50% by one or other

|              |       |       |       |
|--------------|-------|-------|-------|
| Deliver mail | 81.4% | 18.6% | 62.8% |
|--------------|-------|-------|-------|

No other ratings apply

## SURGICAL PROCEDURES

| <u>Items Rated</u>                         | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|--|---|---|-------------------|
| <u>Above 50% by both</u>                   |   |   |                   |
| Assist with pre-operative care             | 55.0%   | 65.7%   | -10.7%            |
| <u>Above 50% by one or other</u>           |   |   |                   |
| None                                       |   |   |                   |
| <u>Between 25% and 50% by both</u>         |   |   |                   |
| Sterilize instruments                      | 35.5%   | 34.1%   | 1.4%              |
| <u>Between 25% and 50% by one or other</u> |   |   |                   |
| Assemble instrument packs                  | 36.2%   | 17.7%   | 18.5%             |
| Do pre-operative shaving                   | 31.8%   | 11.1%   | 20.7%             |
| Operate autoclave                          | 30.7%   | 20.1%   | 10.6%             |
| Prepare tray for prep team                 | 29.1%   | 19.5%   | 9.6%              |
| <u>Below 25% by both</u>                   |   |   |                   |
| Assist physician in gowning                | 15.9%   | 12.8%   | 3.1%              |
| Scrub for surgery                          | 8.6%  | 2.3%  | 6.3%              |
| Hold and hand instruments                  | 6.7%  | 21.8%   | -15.1%            |
| Circulate in operating room                | 6.6%  | 2.8%  | 3.8%              |
| Scrub for obstetrics                       | 4.6%  | 1.1%  | 3.5%              |

## MEDICATIONS

| <u>Items Rated</u>   | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|--|---|---|-------------------|
| <u>Above 50% by both</u>                                     |   |   |                   |
| <u>Above 50% by one or other</u>                             |   |   |                   |
| <u>Between 25% and 50% by both</u>                           |   |   |                   |
| None   |   |   |                   |
| <u>Between 25% and 50% by one or other</u>                   |   |   |                   |
| Apply external medicine                                      | 2.9%  | 39.3%   | -36.4%            |
| <u>Below 25% by both</u>                                     |   |   |                   |
| Order prescription from pharmacy                             | 23.9%   | 5.0%  | 18.9%             |
| Put medication in eye, ear, or nose                          | 22.2%   | 7.2%  | 15.0%             |
| Make narcotic count  | 21.3%   | 4.4%  | 16.9%             |
| Give immunizations   | 13.8%   | 0.0%  | 13.8%             |
| Give intramuscular injections                                | 13.3%   | 1.7%  | 11.6%             |
| Give oral medications  | 11.4%   | 7.2%  | 4.2%              |
| Give subcutaneous injections                                 | 10.6%   | 1.7%  | 8.9%              |
| Pour oral medication   | 10.1%   | 1.7%  | 8.4%              |
| Assist in narcotic count                                     | 7.9%  | 4.4%  | 3.5%              |
| Take verbal order from doctor for<br>medication or treatment | 5.1%  | 4.9%  | .2%               |
| Administer narcotics   | 3.8%  | .6%   | 3.2%              |
| Carry out doctor's orders for<br>medication or treatment     | 3.2%  | 12.9%   | -9.7%             |
| Compute fractional doses of medicine                         | 3.1%  | 0.0%  | -3.1%             |

## NUTRITION

| <u>Items Rated</u>                         | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|--|---|---|-------------------|
| <u>Above 50% by both</u>                   |   |   |                   |
| Provide water service                      | 81.7%   | 92.5%   | -10.8%            |
| Serve snacks                               | 70.8%   | 70.5%   | .3%               |
| Prepare snacks                             | 55.7%   | 57.4%   | -1.7%             |
| <u>Above 50% by one or other</u>           |   |   |                   |
| Check food trays against patient diet list | 45.5%   | 83.8%   | -38.3%            |
| <u>Between 25% and 50% by both</u>         |   |   |                   |
| Serve regular meals                        | 44.0%   | 44.9%   | -.9%              |
| Put food on trays                          | 35.7%   | 28.1%   | 7.6%              |
| <u>Between 25% and 50% by one or other</u> |   |   |                   |
| Feed babies                                | 46.0%   | 20.2%   | 25.8%             |
| <u>Below 25% by both</u>                   |   |   |                   |
| Fill infant bottles                        | 18.1%   | 10.1%   | 8.0%              |
| Help patients plan for special diets       | 16.0%   | 21.1%   | -5.1%             |
| Make infant formula                        | 10.3%   | 4.5%  | 5.8%              |
| Change diet from liquid to soft            | 5.1%  | 19.4%   | -14.3%            |
| Make diet substitutions                    | 3.8%  | 18.2%   | -14.4%            |
| Prepare meals                              | 2.0%  | 10.5%   | -8.5%             |

## TREATMENTS

| <u>Items Rated</u>                       | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|--|---|---|-------------------|
| <u>Above 50% by both</u>                 |   |   |                   |
| Give sitz bath                           | 82.5%   | 75.4%   | 7.1%              |
| Give enema                               | 76.5%   | 85.6%   | -9.1%             |
| Apply "Ace" bandage                      | 72.0%   | 79.7%   | -7.7%             |
| Apply binders                            | 68.1%   | 76.0%   | -7.9%             |
| Give oral hygiene to unconscious patient | 66.7%   | 53.2%   | 13.5%             |
| Prepare hot and cold compresses          | 61.0%   | 81.8%   | -20.8%            |
| Check drainage tubes                     | 53.2%   | 81.3%   | -28.1%            |
| Apply arm slings                         | 51.6%   | 65.4%   | -13.8%            |
| Apply hot and cold compresses            | 50.6%   | 77.7%   | -27.1%            |
| Check patients for bleeding              | 50.0%   | 82.8%   | -32.8%            |
| <u>Above 50% by one or other</u>         |   |   |                   |
| Insert vaginal suppositories             | 71.9%   | 0.0%  | 71.9%             |
| Give perineal care                       | 57.8%   | 44.1%   | 13.7%             |
| Assist in putting on braces              | 53.0%   | 46.1%   | 6.9%              |
| Check flow of I. V. (intravenous)        | 48.0%   | 74.0%   | -26.0%            |
| Apply rubber or cotton rings             | 45.7%   | 70.9%   | -25.2%            |
| <u>Between 25% and 50% by both</u>       |   |   |                   |
| Give postpartum care                     | 32.9%   | 36.9%   | -4.0%             |
| Assist patient in postural drainage      | 35.9%   | 29.6%   | 6.3%              |



TREATMENTS

| Items Rated                                | Registered Nurses<br>Reporting Item a<br>Function of Nurse<br>Aides | Nurse Aides<br>Reporting<br>Item<br>Performed | Difference |
|--|---|---|------------|
| <u>Between 25% and 50% by one or other</u> |   |   |            |
| Apply artificial limbs                     | 39.7%   | 16.4%   | 23.3%      |
| Remove artificial limbs                    | 35.9%   | 19.7%   | 16.2%      |
| Give breast care to new mother             | 32.1%   | 9.8%  | 22.3%      |
| Suction patient                            | 30.6%   | 15.6%   | 15.0%      |
| Administer vaginal douche                  | 29.9%   | 8.8%  | 21.1%      |
| Apply poultices and plasters               | 29.9%   | 5.6%  | 24.3%      |
| Give urinary bladder irrigations           | 28.4%   | 6.8%  | 21.6%      |
| Catheterize patient                        | 26.0%   | 5.7%  | 20.3%      |
| Give urinary bladder instillations         | 24.5%   | 2.2%  | 22.3%      |
| Administer oxygen                          | 20.4%   | 31.3%   | -10.9%     |
| Care for colostomy                         | 16.7%   | 26.7%   | -10.0%     |
| Change dressings                           | 15.0%   | 42.4%   | -27.4%     |
| Adjust traction apparatus                  | 14.5%   | 44.8%   | -30.3%     |

TREATMENTS

| Items Rated                               | Registered Nurses<br>Reporting Item a<br>Function of Nurse<br>Aides | Nurse Aides<br>Reporting<br>Item<br>Performed | Difference |
|---|---|---|------------|
| <u>Below 25% by both</u>                  |   |   |            |
| Insert rectal suppositories               | 21.0%   | 12.2%   | 8.8%       |
| Start an I. V. solution                   | 20.5%   | 1.1%  | 19.4%      |
| Remove fecal impaction                    | 18.2%   | 9.5%  | 8.7%       |
| Apply tourniquet                          | 17.8%   | 16.1%   | 1.7%       |
| Discontinue I. V. solutions               | 16.8%   | 14.0%   | 2.8%       |
| Regulate flow of blood transfusions       | 16.5%   | 4.5%  | 12.0%      |
| Aspirate patient                          | 11.6%   | 19.1%   | -7.5%      |
| Care for tracheotomy                      | 7.1%  | 14.9%   | -7.8%      |
| Add additional solution to continue I. V. | 6.4%  | 14.0%   | -7.6%      |
| Insert indwelling catheter                | 2.7%  | 3.4%  | -.7%       |
| Remove nasal pack                         | .9%   | .6%   | .3%        |

## SET UP, OPERATE, AND SERVICE EQUIPMENT

| Items Rated                                | Registered Nurses<br>Reporting Item a<br>Function of Nurse<br>Aides | Nurse Aides<br>Reporting<br>Item<br>Performed | Difference |
|--|---|---|------------|
| <u>Above 50% by both</u>                   |   |   |            |
| Empty catheter collection bag              | 85.3%   | 91.9%   | - 6.6%     |
| Set up aspirator                           | 67.4%   | 64.8%   | 2.6%       |
| <u>Above 50% by one or other</u>           |   |   |            |
| Clean apiration equipment                  | 51.7%   | 46.4%   | 5.3%       |
| Clean oxygen equipment                     | 50.6%   | 35.9%   | 14.7%      |
| <u>Between 25% and 50% by both</u>         |   |   |            |
| Set up oxygen equipment                    | 34.6%   | 36.1%   | -1.5%      |
| Assist in taking x-ray pictures            | 34.2%   | 25.6%   | 8.6%       |
| Regulate oxygen equipment                  | 30.5%   | 36.5%   | -6.0%      |
| <u>Between 25% and 50% by one or other</u> |   |   |            |
| Set up croupette                           | 38.0%   | 11.9%   | 26.1%      |
| <u>Below 25% by both</u>                   |   |   |            |
| Service croupette                          | 23.3%   | 10.3%   | 13.0%      |
| Take x-ray pictures                        | 18.5%   | 0.0%  | 18.5%      |
| Set up bone fracture equipment             | 18.2%   | 13.0%   | 5.2%       |
| Assist with electrocardiograph             | 17.8%   | 16.8%   | 1.0%       |
| Administer an electrocardiograph           | 2.6%  | 0.0%  | 2.6%       |

## TEACHING - RELATING INFORMATION

| <u>Items Rated</u>                           | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|--|---|---|-------------------|
| <u>Above 50% by both</u>                     |   |   |                   |
| Assist in teaching patient simple hygiene    | 91.6%   | 82.8%   | 8.8%              |
| Instruct patient in simple hygiene procedure | 81.5%   | 87.2%   | - 5.7%            |
| <u>Above 50% by one or other</u>             |   |   |                   |
| <u>None</u>                                  |   |   |                   |
| <u>Between 25% and 50% by both</u>           |   |   |                   |
| <u>None</u>                                  |   |   |                   |
| <u>Between 25% and 50% by one or other</u>   |   |   |                   |
| <u>None</u>                                  |   |   |                   |
| <u>Below 25% by both</u>                     |   |   |                   |
| Teach patient to inject his own insulin      | 22.9%   | 1.1%  | 21.8%             |
| Explain patient condition to family          | 17.9%   | 15.9%   | 2.0%              |
| Refer patient to social service agency       | 9.6%  | 11.7%   | - 2.1%            |

## HOUSEKEEPING

| <u>Items Rated</u>                         | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|--|---|---|-------------------|
| <u>Above 50% by both</u>                   |   |   |                   |
| Wash glasses and pitchers                  | 68.7%   | 90.0%   | -21.3%            |
| Clean utility                              | 80.2%   | 95.7%   | -15.5%            |
| Separate laundry                           | 53.5%   | 60.5%   | -7.0%             |
| <u>Above 50% by one or other</u>           |   |   |                   |
| Stock laundry                              | 65.6%   | 47.6%   | 18.0%             |
| Fold laundry                               | 60.6%   | 39.7%   | 20.9%             |
| Clean discharged patients unit             | 29.9%   | 62.2%   | -32.3%            |
| <u>Between 25% and 50% by both</u>         |   |   |                   |
| Collect and return items to laundry        | 43.7%   | 49.7%   | -6.0%             |
| Disinfect bathrooms                        | 27.1%   | 35.2%   | -8.1%             |
| <u>Between 25% and 50% by one or other</u> |   |   |                   |
| <u>None</u>                                |   |   |                   |
| <u>Below 25% by both</u>                   |   |   |                   |
| Dust floor in patient's room               | 5.8%  | 16.7%   | -10.9%            |



**MEASURING-GATHERING DATA  
RECORDING - REPORTING**

| <u>Items Rated</u>                            | Registered Nurses<br>Reporting Item a<br>Function of Nurse<br>Aides | Nurse Aides<br>Reporting<br>Item<br>Performed | Difference |
|---|---|---|------------|
| <u>Above 50% by both</u>                      |   |   |            |
| Collect urine specimen                        | 95.8%   | 99.9%   | -4.1%      |
| Report observations                           | 95.3%   | 95.2%   | .1%        |
| Collect stool specimen                        | 93.4%   | 96.6%   | -3.2%      |
| Perform clinitest                             | 91.6%   | 90.9%   | .7%        |
| Collect sputum specimen                       | 84.8%   | 80.3%   | 4.5%       |
| Measure intake and output                     | 84.2%   | 96.7%   | -12.5%     |
| Strain urine for stones                       | 83.3%   | 69.9%   | 13.4%      |
| Report unusual incidents                      | 81.1%   | 93.0%   | -11.9%     |
| Deliver specimen                              | 77.8%   | 95.7%   | -17.9%     |
| Report treatments to Registered Nurse         | 76.4%   | 78.0%   | -1.6%      |
| Weigh patient                                 | 73.2%   | 93.0%   | -19.8%     |
| Take respiration                              | 73.2%   | 91.5%   | -18.3%     |
| Take pulse                                    | 73.1%   | 91.6%   | -18.5%     |
| Take temperature                              | 73.1%   | 95.8%   | -22.7%     |
| Record temperature, pulse, and<br>respiration | 68.1%   | 78.1%   | -10.0%     |
| Ask patient about condition                   | 64.3%   | 88.6%   | -24.3%     |
| Record intake and output                      | 60.1%   | 73.9%   | -13.8%     |
| Record results of clinitest                   | 55.8%   | 57.9%   | -2.1%      |

**MEASURING-GATHERING DATA  
RECORDING - REPORTING**

| <u>Items Rated</u>                                | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|---|---|---|-------------------|
| <u>At or above 50% by one or other</u>            |   |   |                   |
| Record appearance of body discharges              | 53.0%   | 34.8%   | 18.2%             |
| <u>Between 25% and 50% by both</u>                |   |   |                   |
| Take blood pressure                               | 45.8%   | 30.7%   | 15.1%             |
| Record condition of skin                          | 35.2%   | 33.7%   | 1.5%              |
| Record treatments                                 | 30.2%   | 25.6%   | 4.6%              |
| Record observations                               | 29.0%   | 28.0%   | 1.0%              |
| <u>Between 25% and 50% by one or other</u>        |   |   |                   |
| Insert tube for gastric specimen                  | 25.3%   | 7.3%  | 18.0%             |
| Record blood pressure                             | 16.7%   | 31.4%   | -14.7%            |
| Put information on patient's chart                | 11.3%   | 35.8%   | -24.5%            |
| Take vital signs following anesthesia             | 10.4%   | 32.4%   | -22.0%            |
| Obtain an apical pulse                            | 5.8%  | 37.1%   | -31.3%            |
| <u>Below 25% by both</u>                          |   |   |                   |
| Write reports of incidents                        | 19.6%   | 22.8%   | -3.2%             |
| Assist physician with rounds                      | 17.3%   | 24.2%   | -6.9%             |
| Perform rectal examination of patient<br>in labor | 5.8%  | 0.0%  | 5.8%              |
| Record medications                                | 2.6%  | 2.8%  | -.2%              |
| Record doctor's orders                            | 2.3%  | 4.4%  | -2.1%             |
| Take the fetal heart tone                         | 2.0%  | 6.2%  | -4.2%             |

## UNIT OPERATIONS

| <u>Items Rated</u><br><u>Above 50% by both</u> | Registered Nurses<br>Reporting Item a<br>Function of Nurse<br>Aides | Nurse Aides<br>Reporting<br>Item<br>Performed | Difference |
|--|---|---|------------|
| Answer patient call                            | 98.2%   | 98.9%   | - .7%      |
| Deliver messages                               | 89.1%   | 98.4%   | -9.3%      |
| Administer post-mortem care                    | 83.4%   | 75.0%   | 8.4%       |
| Perform unit discharge procedures              | 81.1%   | 81.7%   | -.6%       |
| Assist in unit discharge procedures            | 78.5%   | 89.3%   | -10.8%     |
| Assist with unit admitting procedures          | 78.2%   | 96.1%   | -17.9%     |
| Perform unit admitting procedures              | 77.3%   | 87.6%   | -10.3%     |
| Collect and return items to central<br>supply  | 68.7%   | 93.6%   | -24.9%     |
| Process patient's valuables                    | 67.5%   | 74.7%   | - 7.2%     |
| Attend unit report                             | 67.3%   | 91.2%   | -23.9%     |
| Assist in enforcing visiting hours             | 66.3%   | 74.3%   | -8.0%      |
| Observe isolation techniques                   | 65.4%   | 88.8%   | -23.4%     |
| Count unit supplies                            | 62.3%   | 76.3%   | -14.0%     |
| Take notes on unit report                      | 58.2%   | 79.1%   | -20.9%     |
| Deliver supplies                               | 57.5%   | 62.0%   | - 4.5%     |
| Maintain unit supply level                     | 51.2%   | 63.0%   | -11.8%     |

UNIT OPERATIONS

| <u>Items Rated</u>  | <u>Registered Nurses<br/>Reporting Item a<br/>Function of Nurse<br/>Aides</u> | <u>Nurse Aides<br/>Reporting<br/>Item<br/>Performed</u> | <u>Difference</u> |
|---|---|---|-------------------|
| <u>Above 50% by one or other</u>  |   |   |                   |
| Make routine security check   | 37.5%   | 64.9%   | -27.4%            |
| Show babies   | 56.6%   | 11.1%   | 45.5%             |
| Sort charge slips   | 52.6%   | 30.1%   | 22.5%             |
| Obtain patient signatures   | 32.9%   | 50.3%   | -17.4%            |
| <u>Between 25% and 50% by both</u>  |   |   |                   |
| Make charge slips   | 43.3%   | 48.9%   | -5.6%             |
| Prepare requisitions for unit supplies  | 37.3%   | 63.0%   | -25.7%            |
| Record count  | 35.7%   | 29.1%   | 6.6%              |
| <u>Between 25% and 50% by one or other</u>  |   |   |                   |
| Sort credit slips   | 30.1%   | 24.2%   | 5.9%              |
| Make credit slips   | 19.2%   | 31.9%   | -12.7%            |
| Fill out lab requisitions   | 8.9%  | 30.7%   | -21.8%            |
| <u>Below 25% by both</u>  |   |   |                   |
| Fill out x-ray requisitions   | 16.5%   | 19.0%   | -2.5%             |
| Assist with newborn nursery<br>admission procedure                                      | 7.3%  | 3.6%  | 3.7%              |
| Complete newborn nursery admission<br>procedure such as footprints, weight,<br>and bath | 7.3%  | 3.6%  | 3.7%              |

# MEDICAL-SURGICAL

| Items Rated                                  | Registered<br>Nurses Report<br>as Function | Actually<br>Performed<br>by O-R<br>Technician | Difference |
|--|--|---|------------|
| <u>Above 50% by both</u>                     |  |   |            |
| Arrange instruments on Mayo stand            | 100.0%                                     | 100.0%  | 0.0%       |
| Asked questions for clarification            | 100.0%                                     | 100.0%  | 0.0%       |
| Drape basin stand, tables                    | 100.0%                                     | 100.0%  | 0.0%       |
| Assisted others in gowning                   | 100.0%                                     | 98.9%   | 1.1%       |
| Hand instruments                             | 100.0%                                     | 98.9%   | 1.1%       |
| Moistened sponges                            | 100.0%                                     | 98.9%   | 1.1%       |
| Read literature on operating room procedures | 100.0%                                     | 98.9%   | 1.1%       |
| Thread needle                                | 100.0%                                     | 98.9%   | 1.1%       |
| Assisted in draping patient                  | 100.0%                                     | 97.8%   | 2.2%       |
| Prepared sutures                             | 100.0%                                     | 96.6%   | 3.4%       |
| Anticipate surgeon's needs                   | 100.0%                                     | 95.5%   | 4.5%       |
| Assist with dressings                        | 98.5%                                      | 100.0%  | 1.5%       |
| Receive organs, tissue specimens             | 98.5%                                      | 100.0%  | 1.5%       |
| Scrub hands/arms                             | 98.5%                                      | 100.0%  | 1.5%       |
| Cut sutures                                  | 98.5%                                      | 98.9%   | .4%        |
| Don cap/gown                                 | 98.5%                                      | 98.9%   | .4%        |
| Changed drape linens                         | 97.5%                                      | 98.9%   | 1.4%       |
| Arranged linens on linen table               | 97.1%                                      | 100.0%  | 2.9%       |
| Arranged sutures                             | 97.1%                                      | 100.0%  | 2.9%       |
| Prepare dressing                             | 97.1%                                      | 100.0%  | 2.9%       |



MEDICAL-SURGICAL

| Items Rated   | Registered<br>Nurses Report<br>as Function | Actually<br>Performed<br>by O-R<br>Technician | Difference |
|---|--|---|------------|
| <u>Above 50% by both (cont'd)</u>                         |  |   |            |
| Arranged sponges  | 97.1%                                      | 98.9%   | 1.8%       |
| Wipe instruments  | 97.1%                                      | 97.8%   | .7%        |
| Rinse instruments   | 97.0%                                      | 98.9%   | 1.9%       |
| Arrange basins  | 95.6%                                      | 100.0%  | 4.4%       |
| Receive additional linens                                 | 95.6%                                      | 100.0%  | 4.4%       |
| Remove linens from patients                               | 95.6%                                      | 100.0%  | 4.4%       |
| Removed restrainers                                       | 95.6%                                      | 100.0%  | 4.4%       |
| Hold retractor  | 95.6%                                      | 98.9%   | 3.3%       |
| Restrain patient  | 95.6%                                      | 97.8%   | 2.2%       |
| Rearrange instruments                                     | 95.6%                                      | 97.7%   | 2.1%       |
| Sort instruments not to be used<br>again during operation | 95.6%                                      | 96.6%   | 1.0%       |
| Unfold soiled, counted sponges                            | 95.6%                                      | 93.3%   | 2.3%       |
| Talk to patients  | 95.5%                                      | 97.8%   | 2.3%       |
| Pour solutions  | 91.2%                                      | 100.0%  | 8.8%       |
| Assisted in removal of gowns and<br>gloves from others    | 91.2%                                      | 98.9%   | 7.7%       |
| Assist in taping dressing over<br>incision                | 91.2%                                      | 87.8%   | 6.6%       |
| Hold organ/tissue   | 89.7%                                      | 97.7%   | 9.0%       |
| Assist with sponge count                                  | 89.6%                                      | 97.8%   | 8.2%       |
| Prepare sutures   | 85.3%                                      | 97.8%   | 12.5%      |
| Applied hand pressure as directed<br>by surgeon           | 85.3%                                      | 93.2%   | 7.9%       |

MEDICAL-SURGICAL

| Items Rated                                  | Registered<br>Nurses Report<br>as Function | Actually<br>Performed<br>by O-R<br>Technician | Difference |
|--|--|---|------------|
| <u>Above 50% by both (cont'd)</u>            |  |   |            |
| Moistened packing                            | 83.3%                                      | 87.5%   | 4.2%       |
| Sponged incision                             | 82.4%                                      | 96.6%   | 14.2%      |
| Label specimens                              | 82.1%                                      | 93.3%   | 11.2%      |
| Cut adhesive strips                          | 80.6%                                      | 98.9%   | 18.6%      |
| Count sponges                                | 77.9%                                      | 97.8%   | 19.9%      |
| Checked sponge count                         | 77.6%                                      | 95.5%   | 17.9%      |
| Identify specimens                           | 76.5%                                      | 77.0%   | .5%        |
| Assist in sterile skin preparations          | 75.0%                                      | 87.8%   | 12.8%      |
| Prepare sponges                              | 72.1%                                      | 96.7%   | 24.6%      |
| Shave operative area of patient              | 66.7%                                      | 87.6%   | 20.9%      |
| Check drainage of catheter                   | 66.2%                                      | 77.3%   | 11.1%      |
| Assist in applying cast                      | 65.7%                                      | 90.0%   | 24.3%      |
| Help anesthetist hold patient<br>in position | 62.4%                                      | 97.8%   | 35.4%      |
| Assist in applying plaster                   | 61.8%                                      | 90.0%   | 28.2%      |
| Cut surgical strips                          | 60.3%                                      | 78.2%   | 17.9%      |
| Assist in removing cast                      | 56.7%                                      | 82.0%   | 25.3%      |
| Place X-Rays on X-Ray view box               | 53.7%                                      | 98.9%   | 45.2%      |
| Aspirated incision                           | 51.5%                                      | 66.3%   | 14.8%      |
| Hand tape to anesthetist                     | 50.0%                                      | 83.3%   | 33.3%      |

MEDICAL-SURGICAL

| <u>Items Rated</u>                                    | <u>Registered<br/>Nurses Report<br/>as Function</u> | <u>Actually<br/>Performed<br/>by O-R<br/>Technician</u> | <u>Difference</u> |
|---|---|---|-------------------|
| <u>Above 50% by one or other</u>                      |   |   |                   |
| Fill hypodermic syringe                               | 48.4%   | 88.9%   | 40.5%             |
| Assist in checking incoming supplies                  | 41.8%   | 59.6%   | 17.8%             |
| Checked position of catheter when moving patient      | 41.2%   | 77.8%   | 36.5%             |
| Connected drainage tubing and plastic bag to catheter | 41.2%   | 71.9%   | 30.7%             |
| Count instruments                                     | 39.7%   | 87.5%   | 47.8%             |
| Hold I. V. bottle for anesthetist                     | 35.3%   | 85.2%   | 49.9%             |
| Count sutures   | 29.9%   | 59.8%   | 29.9%             |
| Prepare solution                                      | 29.4%   | 84.4%   | 55.0%             |
| Tell patient of procedural intent                     | 27.9%   | 58.0%   | 30.1%             |

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None

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## POSITIONING/TRANSPORTING PATIENTS

| <u>Items Rated</u>  | <u>Registered<br/>Nurses Report<br/>as a Function</u> | <u>Actually<br/>Performed<br/>by O-R<br/>Technicians</u> | <u>Difference</u> |
|---|---|--|-------------------|
| <u>Above 50% by both</u>  |   |  |                   |
| Assist in positioning patient   | 97.1%   | 100.0%   | 2.9%              |
| Lift patients   | 87.9%   | 97.8%  | 9.9%              |
| Assisted in moving patient from<br>operating table to carriage          | 89.7%   | 100.0%   | 10.3%             |
| Hold patient's extremities<br>in cast room                              | 71.6%   | 93.3%  | 21.7%             |
| Assisted in transfer of patient from<br>operating room to recovery room | 61.8%   | 86.8%  | 24.9%             |
| Position awake patients in lithotomy<br>in cysto room                   | 60.3%   | 71.9%  | 11.6%             |
| <u>None</u>   |   |  |                   |

## OBTAIN EQUIPMENT/SUPPLIES

| <u>Items</u>                      | <u>Rates</u> | Registered<br>Nurses Report<br>as Function | Actually<br>Performed<br>by O-R<br>Technicians | Difference |
|-----------------------------------|--------------|--|--|------------|
| <u>Above 50% by both</u>          |              |  |  |            |
| Obtain sterilized linen packs     |              | 100.0%                                     | 100.0%   | 0.0%       |
| Obtain sterilized basin set packs |              | 97.1%                                      | 100.0%   | 2.9%       |
| Obtain instrument packs           |              | 94.1%                                      | 100.0%   | 5.9%       |
| Obtain suture packs               |              | 94.1%                                      | 98.9%  | 5.8%       |
| Obtain solutions                  |              | 92.5%                                      | 100.0%   | 7.5%       |
| Obtain sponge packs               |              | 90.9%                                      | 100.0%   | 9.1%       |
| Obtain equipment                  |              | 89.7%                                      | 100.0%   | 10.3%      |
| Obtain plaster in cast room       |              | 67.6%                                      | 93.2%  | 25.6%      |
| Obtain blood                      |              | 63.2%                                      | 85.6%  | 22.4%      |

### Above 50% by one or other

|  |       |       |       |
|--|-------|-------|-------|
| Obtain needed supplies for anesthetist | 39.7% | 85.4% | 45.7% |
|--|-------|-------|-------|

### None



# MAINTAIN EQUIPMENT/ SUPPLIES

| Items Rated  | Registered Nurses<br>Reporting Item a<br>Function of Surgical<br>Technician | Surgical<br>Technician<br>Reporting Item<br>Performed | Difference |
|--|---|---|------------|
| <u>Above 50% by both</u>   |   |   |            |
| Wipe instruments, equipment                                      | 95.6%   | 98.9%   | 3.3%       |
| Check instruments  | 94.1%   | 98.9%   | 4.8%       |
| Soak special instruments   | 92.5%   | 100%  | 7.5%       |
| Focus lights   | 91.2%   | 100%  | 8.8%       |
| Clean instrument table, Mayo, ,<br>and prep stand                | 85.3%   | 98.9%   | 13.6%      |
| Clean instrument   | 77.9%   | 98.9%   | 21.0%      |
| Inspect equipment  | 72.1%   | 91.1%   | 19.0%      |
| Sterilize instruments  | 72.1%   | 87.8%   | 15.7%      |
| Test equipment   | 70.6%   | 97.8%   | 27.2%      |
| Provide emergency equipment                                      | 69.1%   | 90.9%   | 21.8%      |
| Clean special instruments in<br>cysto room                       | 60.3%   | 71.9%   | 11.6%      |
| Lubricate equipment  | 52.2%   | 86.7%   | 34.5%      |
| Soak optical devices in disinfectant<br>for operative procedures | 50.0%   | 84.4%   | 34.4%      |

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None below 50% by both

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## HOUSEKEEPING

| Items Rated                         | Registered Nurses<br>Reporting Item a<br>Function of Surgical<br>Technician | Surgical<br>Technician<br>Reporting Item<br>Performed | Difference |
|-------------------------------------|---|---|------------|
| <u>Above 50% by both</u>            |   |   |            |
| Dispose of used and soiled linens   | 91.2%   | 97.8%   | 6.6%       |
| Replenish supplies                  | 91.2%   | 90.0%   | 1.2%       |
| Empty/clean suction jar             | 83.8%   | 98.9%   | 15.1%      |
| Remove equipment                    | 83.8%   | 93.3%   | 9.5%       |
| Clean operating room area           | 73.5%   | 98.9%   | 25.4%      |
| Prepare germicides                  | 50.0%   | 74.2%   | 24.2%      |
| <u>Above 50% by one or other</u>    |   |   |            |
| Mop floors                          | 14.9%   | 65.2%   | 50.3%      |
| <u>Below 25% by both</u>            |   |   |            |
| Use housekeeping cleaning equipment | 6.0%  | 17.9%   | 11.9%      |

## ASSEMBLE EQUIPMENT/SUPPLIES

| Items Rated                                       | Registered Nurses<br>Reporting Item a<br>Function of Surgical<br>Technician | Surgical<br>Technician<br>Reporting Item<br>Performed | Difference |
|---|---|---|------------|
| <u>Above 50% by both</u>                          |   |   |            |
| Disconnect electrical-surgical<br>unit            | 92.6%   | 100%  | 7.4%       |
| Adjust electrical-surgical<br>equipment           | 88.2%   | 100%  | 11.8%      |
| Adjust negative pressure for<br>suction apparatus | 88.2%   | 100%  | 11.8%      |
| Adjust lights                                     | 85.3%   | 98.9%   | 13.6%      |
| Disassemble equipment                             | 80.9%   | 100%  | 19.1%      |
| Assemble drills                                   | 72.1%   | 98.9%   | 26.8%      |
| Prepare plaster                                   | 72.1%   | 93.3%   | 21.2%      |
| Prepare instrument packs                          | 64.7%   | 93.3%   | 28.6%      |

None Below

# ADMINISTRATIVE - CLERICAL

| Items Rated  | Registered Nurses<br>Reporting Item a<br>Function of Surgical<br>Technician | Surgical<br>Technician<br>Reporting Item<br>Performed | Difference |
|--|---|---|------------|
| <u>Above 50% by both</u>   |   |   |            |
| Report defective equipment   | 98.5%   | 100%  | 1.5%       |
| Report defective supplies  | 98.5%   | 98.9%   | .4%        |
| Report unusual happenings  | 98.5%   | 97.8%   | .7%        |
| Report shortages   | 98.5%   | 95.3%   | 3.2%       |
| Stamped patient's name on<br>necessary forms                               | 91.2%   | 74.4%   | 16.8%      |
| Receive instructions   | 91.0%   | 100%  | 9.0%       |
| Verify correct patient   | 87.9%   | 92.1%   | 4.2%       |
| Relay messages   | 84.4%   | 98.9%   | 14.5%      |
| Write operative information<br>on O-R forms                                | 73.1%   | 89.8%   | 16.7%      |
| Obtain O-R, IV, Drug, Anesthesia,<br>Sponge Chart, Specimen, Surgeon forms | 71.6%   | 90.0%   | 18.4%      |
| Chart operative information  | 70.6%   | 85.1%   | 14.5%      |
| Complete O-R forms   | 69.1%   | 89.9%   | 20.8%      |
| Prepare specimen reports   | 66.2%   | 84.4%   | 18.2%      |
| Hand-carry forms to pick-up station  | 52.9%   | 78.2%   | 25.3%      |
| Sign O-R forms   | 51.5%   | 75.3%   | 23.8%      |
| <u>Above 50% by one or other</u>   |   |   |            |
| Assist in inventory  | 43.3%   | 55.6%   | 12.3%      |
| Instruct orderly personnel   | 41.5%   | 70.6%   | 29.1%      |
| Prepare O-R charge slips   | 32.4%   | 64.0%   | 31.6%      |

## REQUEST EQUIPMENT/SUPPLIES

| Items Rated                    | Registered Nurses<br>Reporting Item a<br>Function of Surgical<br>Technician | Surgical<br>Technician<br>Reporting Item<br>Performed | Difference |
|--------------------------------|---|---|------------|
| <u>Above 50% by both</u>       |   |   |            |
| Request additional supplies    | 92.6%   | 98.0%   | 6.3%       |
| Request additional instruments | 89.7%   | 94.4%   | 4.7%       |
| Request special solutions      | 65.7%   | 93.3%   | 27.6%      |
| Request equipment              | 65.7%   | 87.6%   | 21.9%      |
| Request recovery bed           | 53.7%   | 87.6%   | 33.9%      |
| <hr/>                          |   |   |            |
| None below 50% by both         |   |   |            |
| <hr/>                          |   |   |            |



## **APPENDIX E**

### **RANKING OF ITEMS BASED ON THE SUM OF ITEM MEANS OF CRITICALITY AND FREQUENCY**

## SUMMARY\*

| <u>Nurse Aide</u> | <u>Item</u>                         | <u>Licensed Practical Nurse</u> |
|-------------------|-------------------------------------|---------------------------------|
| 6.08              | Furnish bedpan/urinal service       | 8.09                            |
| 6.27              | Report observations                 | 6.96                            |
| 6.36              | Collect urine specimen              | 7.82                            |
| 6.59              | Answer patient call                 | 7.24                            |
| 6.62              | Measure intake and output           | 7.35                            |
| 6.69              | Perform clinitest                   | 7.70                            |
| 6.72              | Lift patient to bed, chair or table | 7.83                            |
| 6.75              | Care for incontinent patient        | 7.85                            |
| 6.87              | Give oral hygiene                   | 7.94                            |
| 6.87              | Collect stool specimen              | 8.40                            |
| 6.89              | Make occupied bed                   | 7.57                            |
| 6.92              | Assist patients in eating           | 7.94                            |
| 6.95              | Bathe patient                       | 8.74                            |
| 7.00              | Take temperature                    | 7.08                            |
| 7.08              | Take pulse                          | 7.13                            |
| 7.08              | Deliver messages                    | 9.37                            |
| 7.11              | Take respiration                    | 7.03                            |
| 7.14              | Empty catheter collection bag       | 8.04                            |
| 7.16              | Provide water service               | 10.31                           |

\* The sum of the means for criticality and frequency are used to provide a summary number for ranking the Nurse Aide to the Z scores. A constant of 5 was added to the scores to eliminate negative values.

| <u>Nurse Aide</u> | <u>Item</u>                                  | <u>Licensed Practical Nurse</u> |
|-------------------|--|---------------------------------|
| 7. 19             | Make post-operative bed                      | 8. 06                           |
| 7. 20             | Dangle patients                              | 8. 10                           |
| 7. 24             | Transport patient in wheelchair or carriage  | 8. 26                           |
| 7. 27             | Position patient                             | 7. 55                           |
| 7. 30             | Clean utility area                           | 10. 61                          |
| 7. 36             | Adjust bed rails                             | 8. 13                           |
| 7. 44             | Dress and undress patient                    | 8. 64                           |
| 7. 45             | Deliver specimen                             | 10. 26                          |
| 7. 46             | Position patient for meals                   | 7. 91                           |
| 7. 50             | Assist with unit admitting procedures        | 7. 98                           |
| 7. 52             | Attend unit report                           | 7. 15                           |
| 7. 54             | Instruct patient in simple hygiene procedure | 7. 49                           |
| 7. 57             | Assist in teaching patient simple hygiene    | 8. 02                           |
| 7. 57             | Collect sputum specimen                      | 8. 46                           |
| 7. 57             | Make unoccupied bed                          | 8. 31                           |
| 7. 64             | Report treatments to R. N.                   | 7. 20                           |
| 7. 65             | Assist with unit discharge procedures        | 8. 56                           |
| 7. 65             | Assist patients in walking                   | 8. 39                           |
| 7. 65             | Weigh patient                                | 7. 76                           |
| 7. 73             | Give enema                                   | 7. 77                           |
| 7. 78             | Assist in restraining patient                | 8. 47                           |

| <u>Nurse Aide</u> | <u>Item</u>                                | <u>Licensed Practical Nurse</u> |
|-------------------|--|---------------------------------|
| 7.80              | Perform unit discharge procedures          | 8.29                            |
| 7.82              | Report unusual incidents                   | 7.49                            |
| 7.82              | Perform unit admitting procedures          | 7.68                            |
| 8.06              | Strain urine for stones                    | 8.72                            |
| 8.09              | Give sitz bath                             | 8.64                            |
| 8.09              | Wash glasses and pitchers                  | 11.51                           |
| 8.12              | Collect and return items to central supply | 10.43                           |
| 8.13              | Record TPR                                 | 7.47                            |
| 8.17              | Ask patient about condition                | 7.92                            |
| 8.26              | Deliver flowers                            | 11.03                           |
| 8.26              | Care for patient's hair and nails          | 9.02                            |
| 8.32              | Observe isolation techniques               | 8.28                            |
| 8.33              | Deliver mail                               | 11.13                           |
| 8.33              | Record intake and output                   | 8.33                            |
| 8.40              | Apply poultices and plasters               | 8.01                            |
| 8.57              | Administer post-mortem care                | 9.11                            |
| 8.61              | Take notes on unit report                  | 7.76                            |
| 8.65              | Process patient's valuables                | 9.05                            |
| 8.74              | Prepare hot and cold compresses            | 7.84                            |
| 8.81              | Apply binders                              | 8.34                            |
| 8.82              | Apply restraints                           | 8.86                            |
| 8.87              | Check drainage tubes                       | 7.68                            |

| <u>Nurse Aide</u> | <u>Item</u>                                     | <u>Licensed Practical Nurse</u> |
|-------------------|---|---------------------------------|
| 8.88              | Set up for bedside religious rites              | 10.07                           |
| 8.90              | Check patients for bleeding                     | 7.47                            |
| 8.92              | Give back rub                                   | 8.31                            |
| 8.94              | Serve snacks                                    | 10.48                           |
| 9.06              | Run personal errands for patients               | 11.43                           |
| 9.06              | Check food trays against patient diet list      | 8.56                            |
| 9.12              | Count unit supplies                             | 11.42                           |
| 9.14              | Apply hot and cold compresses                   | 7.80                            |
| 9.18              | Record results of clinitest                     | 7.61                            |
| 9.20              | Assist with newborn nursery admission procedure | 10.42                           |
| 9.22              | Assist in enforcing visiting hours              | 9.36                            |
| 9.34              | Shampoo patient's hair                          | 10.44                           |
| 9.41              | Check flow of I. V.                             | 7.95                            |
| 9.43              | Read to patient                                 | 10.98                           |
| 9.51              | Bathe patient in an oxygen tent                 | 8.71                            |
| 9.51              | Assist with pre-operative care                  | 8.48                            |
| 9.56              | Stock laundry                                   | 12.71                           |
| 9.58              | Separate laundry                                | 12.47                           |
| 9.59              | Assist patient with exercises                   | 9.21                            |
| 9.64              | Apply rubber or cotton rings                    | 9.53                            |
| 9.65              | Drape patient for examination                   | 8.83                            |



| <u>Nurse Aide</u> | <u>Item</u>                                 | <u>Licensed Practical Nurse</u> |
|-------------------|---|---------------------------------|
| 9.67              | Deliver Supplies                            | 12.11                           |
| 9.70              | Maintain unit supply level                  | 11.33                           |
| 9.77              | Make routine security check                 | 9.81                            |
| 9.87              | Apply arm slings                            | 9.40                            |
| 9.91              | Give perineal care                          | 8.78                            |
| 9.94              | Fold laundry                                | 12.93                           |
| 9.94              | Record appearance of body discharges        | 7.57                            |
| 10.00             | Serve regular meals                         | 10.33                           |
| 10.03             | Give oral hygiene to an unconscious patient | 8.71                            |
| 10.03             | Prepare snacks                              | 11.62                           |
| 10.05             | Prepare requisitions for unit supplies      | 11.15                           |
| 10.07             | Make charge slips                           | 10.43                           |
| 10.07             | Clean aspiration equipment                  | 10.67                           |
| 10.14             | Clean oxygen equipment                      | 11.54                           |
| 10.23             | Clean discharged patient's unit             | 12.25                           |
| 10.30             | Collect and return items to laundry         | 12.44                           |
| 10.31             | Obtain patient signatures                   | 10.52                           |
| 10.33             | Assist in putting on braces                 | 10.69                           |
| 10.40             | Take blood pressure                         | 7.17                            |
| 10.54             | Sort charge slips                           | 12.50                           |
| 10.57             | Feed babies                                 | 9.72                            |
| 10.64             | Show babies                                 | 11.11                           |

| <u>Nurse Aide</u> | <u>Item</u>                         | <u>Licensed Practical Nurse</u> |
|-------------------|-------------------------------------|---------------------------------|
| 10.64             | Sterilize instruments               | 11.25                           |
| 10.65             | Record condition of skin            | 7.82                            |
| 10.84             | Set up oxygen equipment             | 10.14                           |
| 10.94             | Record observations                 | 7.00                            |
| 10.95             | Assist patient in postural drainage | 9.19                            |
| 10.96             | Regulate oxygen equipment           | 9.39                            |
| 10.98             | Record count                        | 11.83                           |
| 11.01             | Record treatments                   | 7.11                            |
| 11.02             | Put food on trays                   | 12.47                           |
| 11.02             | Give post-partum care               | 9.78                            |
| 11.11             | Disinfect bathrooms                 | 12.90                           |
| 11.16             | Assemble instrument packs           | 12.11                           |
| 11.18             | Operate autoclave                   | 12.45                           |
| 11.32             | Record blood pressure               | 7.27                            |
| 11.32             | Apply artificial limbs              | 11.17                           |
| 11.35             | Assist in taking x-ray pictures     | 12.36                           |
| 11.36             | Remove artificial limbs             | 10.94                           |
| 11.36             | Suction patient                     | 9.52                            |
| 11.40             | Adjust traction apparatus           | 11.19                           |
| 11.41             | Make credit slips                   | 11.22                           |
| 11.42             | Administer oxygen                   | 9.47                            |
| 11.44             | Sort credit slips                   | 12.77                           |

| <u>Nurse Aide</u> | <u>Item</u>                           | <u>Licensed Practical Nurse</u> |
|-------------------|---------------------------------------|---------------------------------|
| 11.47             | Administer vaginal douche             | 9.53                            |
| 11.48             | Do pre-operative shaving              | 10.83                           |
| 11.49             | Write reports of incidents            | 9.49                            |
| 11.49             | Put information on patient's chart    | 7.36                            |
| 11.51             | Apply ace bandage                     | 9.80                            |
| 11.52             | Discontinue I. V. solutions           | 8.82                            |
| 11.55             | Give urinary bladder irrigations      | 8.91                            |
| 11.55             | Change dressings                      | 7.77                            |
| 11.55             | Assist in narcotic count              | 11.28                           |
| 11.57             | Set up croupette                      | 11.34                           |
| 11.58             | Prepare tray for prep team            | 12.66                           |
| 11.59             | Set up aspirator                      | 10.41                           |
| 11.59             | Give breast care to new mother        | 10.11                           |
| 11.60             | Take vital signs following anesthesia | 8.10                            |
| 11.60             | Insert tube for gastric specimen      | 13.50                           |
| 11.60             | Care for colostomy                    | 8.73                            |
| 11.62             | Change diet from liquid to soft       | 12.11                           |
| 11.63             | Apply external medicine               | 8.82                            |
| 11.66             | Catheterize patient                   | 8.68                            |
| 11.67             | Obtain an apical pulse                | 9.02                            |
| 11.71             | Regulate flow of blood transfusions   | 10.95                           |
| 11.72             | Assist physician with rounds          | 10.24                           |

| <u>Nurse Aide</u> | <u>Item</u>                             | <u>Licensed Practical Nurse</u> |
|-------------------|---|---------------------------------|
| 11.72             | Explain patient condition to family     | 12.00                           |
| 11.72             | Insert rectal suppositories             | 10.45                           |
| 11.74             | Fill out x-ray requisitions             | 11.90                           |
| 11.75             | Give urinary bladder instillations      | 10.65                           |
| 11.78             | Apply tourniquet                        | 11.43                           |
| 11.78             | Service croupette                       | 11.91                           |
| 11.79             | Help patients plan for special diets    | 11.12                           |
| 11.82             | Teach patient to inject his own insulin | 12.82                           |
| 11.82             | Fill infant bottles                     | 11.63                           |
| 11.82             | Order prescription from pharmacy        | 12.01                           |
| 11.84             | Fill out lab requisitions               | 11.32                           |
| 11.88             | Set up bone fracture equipment          | 12.76                           |
| 11.95             | Assist with electro-cardiograph         | 12.11                           |
| 11.96             | Assist physician in gowning             | 11.64                           |
| 11.97             | Put medication in the eye, ear, or nose | 10.60                           |
| 11.99             | Make narcotic count                     | 12.10                           |
| 12.04             | Start an I. V. solution                 | 13.69                           |
| 12.06             | Hold and hand instruments               | 11.60                           |
| 12.11             | Care for tracheotomy                    | 9.59                            |
| 12.14             | Take x-ray pictures                     | 13.79                           |
| 12.14             | Aspirate patient                        | 10.68                           |
| 12.16             | Make diet substitutions                 | 12.04                           |
| 12.17             | Remove fecal impaction                  | 11.40                           |

| <u>Nurse Aide</u> | <u>Item</u>  | <u>Licensed Practical Nurse</u> |
|-------------------|--|---------------------------------|
| 12.20             | Make infant formula  | 12.20                           |
| 12.21             | Refer patient to social service agency                                 | 12.19                           |
| 12.26             | Give oral medication   | 5.53                            |
| 12.28             | Give immunizations   | 13.07                           |
| 12.29             | Dust floor in patient's room   | 13.45                           |
| 12.34             | Scrub for surgery  | 12.32                           |
| 12.34             | Give subcutaneous injections   | 12.24                           |
| 12.34             | Carry out doctor's verbal orders for medication or treatment           | 12.48                           |
| 12.35             | Complete newborn nursery admission procedure: Footprints, Weight, Bath | 10.69                           |
| 12.38             | Pour oral medication   | 10.56                           |
| 12.39             | Circulate in operating room  | 12.37                           |
| 12.42             | Give intramuscular injections  | 12.01                           |
| 12.43             | Take verbal order from doctor for medication or treatment              | 12.90                           |
| 12.43             | Prepare meals  | 13.32                           |
| 12.46             | Add additional solution to continue I. V.                              | 10.99                           |
| 12.47             | Take the fetal heart tone  | 11.33                           |
| 12.48             | Scrub for obstetrics   | 12.08                           |
| 12.49             | Insert indwelling catheter   | 9.38                            |
| 12.53             | Record doctor's orders   | 12.26                           |
| 12.54             | Record medications   | 10.23                           |



| <u>Nurse Aide</u> | <u>Item</u>                                    | <u>Licensed Practical Nurse</u> |
|-------------------|--|---------------------------------|
| 12.55             | Perform rectal examination of patient in labor | 13.58                           |
| 12.58             | Compute fractional doses of medicine           | 12.12                           |
| 12.58             | Administer narcotics                           | 11.51                           |
| 12.61             | Administer an electro-cardiograph              | 13.72                           |
| 12.63             | Insert vaginal douche                          | 11.28                           |
| 12.64             | Remove nasal pack                              | 13.30                           |